

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, August 17, 2023**

at: 4:00 p.m. Executive Session

4:30 p.m. Regular Session

in: Esther Howland South 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

gb 3-199 Administration

(August 3, 2023)

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, Therapy Assistants Unit.

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

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 – Kim Hampton v. Worcester Public Schools, Worcester Superior Court, Civil Action No. 2385-CV00857.

B. Call to Order

C. Pledge of Allegiance/National Anthem

D. Roll Call**E. Consent Agenda**i. Approval of Minutesii. Approval of Donations

To consider approval of a \$2,500 donation to the Worcester Public Schools from Voya Services Company for being the recipient of the Donald J. Johnson Operational and Cost Efficiency Award by the Massachusetts Association of School Business Officials for the successful results of the move to district-operated student transportation during the 2022-2023 school year.

Notification of Personnel Recordsiii. Initial Filing of Individual Recognitionsiv. Notices of Interest to the District or to the Public**F. Items for Reconsideration****G. Held Item**AOR 3-17 Clerk

To consider approval of the Minutes of the School Committee Meeting of June 1, 2023.

To consider approval of the Minutes of the School Committee Meeting of June 15, 2023.

qb 3-179.1 O'Connell Novick

(July 5, 2023)

To send in public comment supporting the Massachusetts draft health and physical education standards before August 28.

qb 3-185.1 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.

H. Recognition**I. Public Comment**

J. Public Petition**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.

K. Report of the Superintendent**ros 3-12 Administration**

(August 17, 2023)

From Here, Anywhere... Together: 2023-24 Superintendent Preliminary Goals
Rachel H. Monárrez, PhD

L. Reports of the Standing Committees**M. Student Advisory Committee Items****N. Approval of Grants and other Finance Items**

To consider approval of the attached invoice for prior year payment for SEAC totaling \$150.00.

To consider accepting funds totaling \$8,900 designed to support a cohort of school leadership teams to collaborate on expanding high-quality Applied Learning and shifting the cognitive demand to students through a series of facilitated sessions and visits to other schools showing strong Applied Learning practices.

To consider approval of a prior year payment in the amount of \$607.93 to Johnson Controls due to purchase order closed in error.

To consider approval of a prior year payment in the amount of \$347.00 to ACCO for FY20 for the Lincoln Street School due to no Purchase Order in place.

To consider approval of a prior year payment in the amount of \$71.00 to American Red Cross for two invoices received in July 2023.

To consider approval of a prior year payment in the amount of \$37,241.64 to Aqua Barriers for invoices received in July 2023. There was significant over spending on the blanket purchase order in place.

To consider approval of a prior year payment in the amount of \$8,198.08 to Capital Carpet and Flooring for work completed after the Purchase Order was closed.

To consider approval of a prior year payment in the amount of \$4450.00 to the City of Springfield for tuition invoices received in July 2023.

To consider approval of a prior year payment in the amount of \$81.60 to former employee, Cornelius Lucey. He is owed per Massachusetts Teachers' Retirement System, for additional earnings.

To consider approval of a prior year payment in the amount of \$431.82 to Cynthia Hanslik for unanticipated translation services.

To consider approval of a prior year payment in the amount of \$8,104.14 to Devivo (Dattco) for FY22 for seven invoices received from the vendor in July 2023.

To consider approval of a prior year payment in the amount of \$41,438.82 to Genuine Auto Parts for invoices from 7/2021-6/2022 received from the vendor in June 2023. A purchase order was not in place.

To consider approval of a prior year payment in the amount of \$12,830.15 to Harbor Networks for 3 outstanding invoices; 1 invoice from FY20, 2 invoices from FY21.

To consider approval of a prior year payment in the amount of \$668.27 to School Health for 5 invoices from FY19 through FY22.

To consider approval of a prior year payment in the amount of \$1,282.37 to School Specialty for 3 invoices from June FY22.

To consider approval of a prior year payment in the amount of \$1,305.00 to Spotify for an invoice just received that is dated 11/2021.

To consider approval of a prior year payment in the amount of \$1,470.00 to St. Johnsbury Academy for AP summer institute for staff. The purchase order was closed.

To consider approval of a prior year payment in the amount of \$65,885.99 to WB Mason for furniture for Wawecus School due to a purchase order closed in error.

To consider approval of a prior year payment in the amount of \$360.00 to the Worcester Red Sox for the June 2023 invoice for graduation balance.

To consider approval of a prior year payment in the amount of \$442.56 to CDW-G for two June 2023 invoices.

To consider approval of a prior year payment in the amount of \$36.00 to American Red Cross for outstanding April invoice received in July 2023.

To consider approval of a prior year payment in the amount of \$4,622.51 to NRT for a June invoice received in July 2023.

To consider approval of a prior year payment in the amount of \$531.90 to Tech Ed Concepts for June invoice received in July 2023.

To consider approval of a prior year payment in the amount of \$12,286.00 to Norfolk Agricultural High School for a June invoice received in July 2023.

To consider approval of a prior year payment in the amount of \$16,000.00 to the Learning Center for the Deaf for a purchase order that was closed in error.

To consider approval of a prior year payment in the amount of \$566.93 to Helix Human Services for three invoices received in July 2023.

O. General Business

gb 3-189 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 overburdened city law department.

gb 3-190 Administration

(July 17, 2023)

To consider the approval of contacting the City Legal Department for engaging in the process of applying for an H1B VISA for a Dual Language teacher for Chandler Magnet School.

gb 3-191 O'Connell Novick

(August 1, 2023)

In light of the state's FY24 final budget, request the status of funding, including FY23 free cash, to restore solar panels eliminated from the Doherty Memorial High School building project.

gb 3-192 O'Connell Novick

(August 1, 2023)

To consider the creation of a parent/family/guardian affinity group, parallel to those for special education and English learners, for family members of LGBTQIA+ students.

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.

gb 3-194 Kamara

(August 2, 2023)

To support the newly established program "Manager of Workforce Programs" with WPS Worcester Technical High School and other Chapter 74 vocational-technical and Innovation Pathways Programs (IPP) by equipping students with the development of "Program Advisors".

gb 3-195 Administration

(August 2 2023)

To review the status of the FY24 Budget and make appropriate transfers as required.

gb 3-197 O'Connell Novick

(August 3, 2023)

To establish a policy that acknowledges the climate emergency in the priorities, policies, actions, and budgeting of the Worcester Public Schools.

gb 3-198 McCullough

(August 4, 2023)

To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.

gb 3-200 Administration

(August 7, 2023)

To authorize the Administration to write a letter of support on behalf of the Worcester School Committee for the district to pursue 15 electric school buses through the Environmental Protection Agency's (EPA) Clean School Bus (CSB) Grant Program.

gb 3-201 O'Connell Novick

(August 9, 2023)

To update policies as noted.

gb 3-202 Administration

(August 9, 2023)

To consider a wage increase for CNAs and LPNs.

gb 3-203 Administration

(August 9, 2023)

To announce all new administrators from the 2023-2024 school year.

P. Announcements**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

L. Reports of the Standing Committees
Clerk
(July 12, 2023)

ITEM: AOR 3-17
S.C. MEETING: 8-17-23

ITEM:

To consider approval of the Minutes of the School Committee Meeting of June 1, 2023.

To consider approval of the Minutes of the School Committee Meeting of June 15, 2023.

PRIOR ACTION:

7-20-23: Member O'Connell Novick made a motion to hold the minutes for June 1st and June 5th to correct errors in the Budget section.

On a roll call of 7-0, the minutes for June 1st and June 15th were held.

BACKUP:

Annex A (9 pages) contains the Minutes of the meeting held on 6/1/2023.

Annex B (12 pages) contains the Minutes of the meeting held on 6/15/2023.

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 June 1st, both online and in Esther Howland South Chamber in City Hall. The meeting was called to order at 4:03 p.m. There were present: Vice Chair Johnson, Member Clancey, Member Mailman, Member Kamara, Member McCullough, Member O'Connell Novick, and Mayor Petty.

c&p 3-5 Public Petition

(May 4, 2023)

To consider approval of Honorary High School Diploma for Antoinette (Ginger) Rinaldi for her years of dedication to the Worcester Community.

The Worcester Public School Committee recognised Antoinette (Ginger) Rinaldi for her years of dedication to the Worcester Community with an Honorary High School Diploma. Mayor Petty spoke about Ms. Rinaldi's dedication to her church, to the city of Worcester, and the School Department. She worked at Forest Grove and retired from Doherty High School where she had developed the food program.

gb 3-150 Administration

(May 25, 2023)

To consider approval of the Worcester Public Schools FY24 budget.

Member O'Connell Novick made a motion to request the following reports back before the next meeting on the budget:

1. Changes in recommendations from Administration since the budget book was printed
2. Relative levels of vacancy in:
 - a. Teaching positions
 - b. Paraprofessional positions
 - c. Wraparound coordinator positions
 - d. School psychologist positions
 - e. School adjustment counselor positions
 - f. Custodial positions
 - g. Maintenance service positions
3. The realignment of the social emotional learning department
4. Updated school-by-school budgets, as those in the book do not have all expected-as-of-now assignments
5. The intent and the perceived need for the additional position in communications
6. Information regarding the efficacy of the climate and culture positions, including the deans.

Athletic Ordinary Maintenance - Fund Code: 500122-92000; pg. 223

Member Mailman inquired about streaming services, to which Mr. Allen replied that the streaming services were not a single line item, but were paid out of the revenue from Channel 11. Member O'Connell Novick asked how MIAA dues are calculated and the Athletic Director, Mr. Shea outlined that it is a formula dependent on school sports team offerings. Vice Chair Johnson inquired about EMTs and Athletic Trainers at sporting events. Mr. Allen

stated there would be a full response at the June 15th meeting. Member Clancey inquired about the additional middle school sports. Mr. Shea explained that the middle school principals were contacted to provide input on which sports they would like at their middle schools based on what sports are available at the high school level.

Member Kamara made a motion to request the Administration bring back a cost analysis for adding Athletic Trainers to the budget to help the Committee make a decision to move forward.

On a roll call of 7-0, the Athletic Ordinary Maintenance section review was approved.

Retirement - Fund Code: 500101-96000; pg. 220

Member Mailman asked for some insight into why there are such large increases and why the fund dates had changed from 2032 to 2038. Mr. Allen responded that calculations are made based on how much the city has to fund the retirement system in the upcoming year as well as the school district's contribution to fully fund the city's outstanding retirement liability.

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

Transportation - Fund Code: 540103-92000; pg. 221

Member O'Connell Novick asked what Line D: District Operated Transportation would include in future years. Mr. Allen responded that Line D. includes leases of buses, maintenance, fuel, and maintenance agreements on technology, so as the district purchases more of its own buses that line will reflect those costs in years to come.

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

Health Insurance - Fund Code: 500123-96000; pg. 225

Mayor Petty inquired about the 4.3% premium increases. Mr. Allen explained that the increases were because of ESSER offsets and vacancy factors.

On a roll call of 7-0, Health Insurance was approved.

Workers Compensation - Fund Code: 500129-96000; pg. 227

On a roll call of 7-0, Workers Compensation was approved.

Personal Services, Non Salary - Fund Code: 500130-92000; pg. 228

Member Johnson made a motion to receive an update on Line H. Security Guard Services.

Mr. Allen stated that an update would be provided the next day in the What's Happening newsletter.

Member O'Connell Novick made a motion to get a report that specifies what services are being provided on Line C. Physician Services & Pipeline Program.

On a roll call of 7-0, Personal Services, Non Salary was approved.

Special Education Tuition - Fund Code: 500132-92000; pg. 231

Member Mailman asked for clarification on the breakdown of the Collaborative budget per student, in and out of the district. Mr. Allen clarified that it was a tuition based assessment that gets paid to the collaborative depending on the program. Out of district tuition costs are further reduced by Circuit Breaker and that is the cost reduction reflected in the budget. The Director of Special Education, Kay Seale, added that blind and hard of hearing students are included in the out of district costs and added that Circuit Breaker has a formula to determine how much districts will receive per student.

On a roll call of 7-0, Special Education Tuition was approved.

Instructional Materials - Fund Code: 500-92204; pg. 233

Member Clancey raised concerns for the amount of funding per student for instructional materials as well as asked for clarification on what behavior monitoring software actually means. Superintendent Monárrez stated she had similar concerns that the amount per student was too low and that they would be looking at the numbers again to account for rising costs. Chief Academic Support Officer, Annie Azarloza, explained that the behavior monitoring software is a universal screener called Panorama Education which gives data on which social emotional competencies students are struggling with.

Member Clancey made a motion for a report for more information on the behavior monitoring software Panorama Education.

Member O'Connell Novick made a motion to transfer \$600,000 from Transportation Salaries into instructional materials specifically to Line A which would give an additional \$25 per student making it \$100 total per student.

On a roll call of 7-0, the motions to receive a report on the Panorama Education software and to approve the transfer of \$600,000 from Transportation Salaries to instructional materials were approved.

On a roll call of 7-0, Instructional Materials was approved.

Misc. Education OM - Fund Code: 500136-92000, 500136-93000, 540136-92000; pg. 235

Member O'Connell Novick asked about the effectiveness of the Worcester Future Teachers Program and the decision making process for allotting parking rentals to schools. Chief Diversity Officer, Ivonne Perez, stated that while she cannot identify specific teachers in the district as coming from the Worcester Future Teachers Program at this time, there have been hires made from the most recent Worcester Future Teachers event at Worcester State. Mr. Allen added that some of these are very long standing parking rentals. The determination is made by principals as a part of the resources allocation process and is based on the need for space and its availability nearby.

Member Mailman asked about the decrease in spending in Instructional Technology and the long term plan for some of some of the leases that the district has through the city. Mr. Allen stated that the decrease was due to chromebooks coming off their lease. Director of Educational Technology, Sarah Kyrizais, added that new leases for chromebooks would be spread out over the next four years rather than having one large cost at the beginning of the year. Mr. Allen added that conversations started that day with the City Manager to figure out a long term plan for the districts' buildings, replacement of buildings, renovation of buildings, uses of spaces, leases, and uses of Becker property to determine areas of priority.

On a roll call of 6-0 (absent O'Connell Novick), Miscellaneous Education OM was approved.

Unemployment Compensation - Fund Code: 500137-96000; pg. 239

Member Mailman asked for clarification on the anticipated decrease of expenditures in this area. Mr. Allen responded that this number is based on historical usage, not actual unemployment costs, and can be adjusted quarterly as needed.

On a roll call of 6-0-1, (Mailman abstained) Unemployment Compensation was approved.

Building Utilities - Fund Code: 500146-92000; pg. 240

Member O'Connell Novick asked for clarification on the meaning of the phrase "electricity net meter in credits" in Section B. Mr. Allen explained that the district essentially receives some portion of the solar savings from its solar units. The district then pays the city from those savings. The district also gets a portion of net metering credits savings from the landfill solar array and has been reconciling those credits with National Grid and applying those to the FY24 budget.

On a roll call of 7-0, Building Utilities was approved.

Facilities Ordinary Maintenance - Fund Code: 500152-92000; pg. 242

Member Mailman asked for the reason for the large increase in Line A. Facility Maintenance and the relation to the funding received from the city. Mr. Allen responded that the increase is a part of the attempt to close the gap in SOA spending. He added that generally the contract from the city would address any single project that is \$150,000 or less because that is the cutoff for what counts for net school spending. Anything above \$150,000 would go against the \$3.5 million contract and then they would talk about leveraging accelerated repair and so forth.

Member O'Connell Novick asked for clarification on the \$1.2 million increase over the FY23 budget that includes 1.7 million in specific school based building requests and if there is any prioritizing within the school based requests for maintenance repairs. Mr. Allen responded that last year \$1.2 million was added to this account, it's not taking away any funding, it's actually increasing funding from last year. Member O'Connell Novick then asked if there was a way of calculating what a sufficient Facilities Maintenance budget would look like for the Worcester Public Schools. Mr. Allen stated the district would have to work through a backlog to get to a point where preventative maintenance and repairs could actually be completed.

It would ultimately be an unrealistic number that could not be achieved during this Student Opportunity Act phasing.

Member O'Connell Novick asked what is needed in order to maintain the modern systems in the newer buildings. Mr. Allen responded that the modern systems will need continued funding in order to maintain their filtration systems.

On a roll call of 7-0, Facilities Ordinary Maintenance was approved.

Mayor Petty made a motion to recess into Executive Session.
On a roll call of 7- 0, the motion was approved at 5:42 p.m.

The School Committee reconvened in open session at 7:01 p.m.

The following items were considered together:

Approval of Minutes

AOR 3-12 Clerk

(May 25, 2023)

To consider approval of the Minutes of the School Committee Meeting of Thursday, April 27, 2023.

Approval of Donations

To consider approval of a donation of \$5,000 by the Family and Friends of Loi Huu Ha in the memory of a former Doherty High School student to develop the Loi Huu Ha Scholarship in order to keep his giving spirit alive and to help those achieve their dreams of pursuing a career in criminal justice. Two students will receive a \$2,500 non-renewable scholarship.

Notification of Personnel Records

The Superintendent has approved the personnel records provided in backup.

Initial Filing of Individual Recognitions

qb 3-139 O'Connell Novick

(May 20, 2023)

To set a date to recognize Brian Allen, John Hennessey, Mike Freeman, Sara Consalvo, and the Worcester Public Schools' Transportation Department for their 2023 Massachusetts Association of School Business Officials Donald D. Johnson Operational & Cost Efficiency Award on the successful move to full district operated student transportation.

gb 3-140 McCullough

(May 20, 2023)

To consider sending letters of congratulations to the following:

- A. The Worcester Technical High School Girls' Track team for finishing second in the state Vocational Runner Ups.
- B. Michael Mireku, a junior from Worcester Tech, for winning the gold medal in the High Jump, bronze in the Triple Jump, and fourth in the 200-Meter Run.
- C. Michael Gyimah, a junior from Worcester Tech, for winning silver in the 100-Meter and 200-Meter, and fourth in the Long Jump.
- D. Christian Agyekum, a sophomore from North, for winning the silver medal in the Triple Jump and Long Jump, and bronze in the 4x100 Relay.
- E. Cyprian Ojatabu, a junior from Worcester Tech, for winning silver in the

- 400-Meter and bronze in the 200-Meter.
- F. Phuc Ho, a junior from Worcester Tech, for winning silver in the Shot Put.
 - G. Isabella Generelli, a junior from Worcester Tech, for winning gold in the 800-Meter.
 - H. Ohemaa Ofosu, a junior from North High School, for winning silver in the 100-Meter and 200-Meter, and bronze in the Triple Jump.
 - I. Valerie Asare, a junior from Worcester Tech, for winning silver in the Long Jump and 400x100 Relay, and fourth in the 100-Meter.

gb 3-141 McCullough

(May 20, 2023)

To set a date to recognize the Worcester Technical & North High School boys' track team for winning the 2023 State Vocational Championship.

gb 3-144 Administration

(May 23, 2023)

To consider setting a date to recognize the Forest Grove Parents and Community for adding Softball and Baseball Programs to the school.

Mayor Petty made a motion to approve the consent agenda.
On a roll call of 7-0, the items were approved collectively.

gb 3-99 Clancey

(March 23, 2023)

To set a date to recognize the Burncoat Dance Team taking home 2nd place in the state for both Jazz and Hip Hop at the 2023 New England Regional Competition and 1st place in the JV division for the very first time in the State Competition.

Member Clancey made a motion to hold dance team recognitions.
On a roll call of 7-0, the item was held.

Public Comment

Micheal Cardin, Assistant Principal and Athletic Liaison at North High School, spoke about item gb 3-149. He expressed hope for a collaboration with Worcester Public Schools, the Worcester Public School Committee, and the City of Worcester to remodel the parcel of land in front of North High School into practice and game space for student athletes. He supported the development by explaining the challenges students face getting to and from practices and games when they are off the school campus. He also stated that participation has decreased and it is harder to field teams. The proposed remodel of the grass patch may help encourage future student athletes participation.

gb 3-129 McCullough

(April 28, 2023)

Member McCullough recognised Worcester Tech Student; Sindi Misliu who received the 2023 Outstanding Vocational Student Award from Worcester Technical High School. Sindi is one of 51 high school seniors from across Massachusetts to be recognized by the Massachusetts Association of Vocational Administrators (MAVA).

Member McCullough recognised Sindi Misliu as one of 51 high school seniors from across Massachusetts chosen to be recognised by the Massachusetts Association of Vocational Administrators (MAVA).

c&p 3-6 Public Petition

To consider approval of donating sick days for an Educator at Elm Park School.

On a roll call of 7-0, the item was sent to Governance and Employee Issues.

gb 3-150 Administration

(May 25, 2023)

To consider approval of the Worcester Public Schools FY24 budget.

Member O'Connell Novick made a motion to hold.

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

gb 3-143 McCullough

(May 23, 2023)

To review the current standing committees and make any changes, if necessary, in light of the upcoming structure change to the Worcester School Committee after the 2023 election.

Member O'Connell Novick made an amendment to add to the item "...in light of the Administration reorganization and upcoming structure change..."

On a roll call of 7-0, the item was sent to Finance and Operations as amended.

gb 3-145 Administration

(May 23, 2023)

To request the approval of removing the medical waiting room CNAs.

Superintendent Monárrez made a recommendation to start to taper off the current CNA's that we have with the plan to not renew the contract for next school year. Chief Academic Support Officer, Ms. Azarloza added that medical waiting rooms are no longer mandated by the state.

Member O'Connell Novick made a motion to have Administration come back with a medical evaluation for the next meeting that would provide more information on the schools where CNAs were most useful versus schools where CNAs are potentially not needed.

Member Kamara asked how much the district could save by eliminating these positions. Ms. Azarloza stated that the contract for the CNA positions is for \$2 million.

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

gb 3-146 Administration

(May 23, 2023)

To request that the Superintendent be granted the annual authorization to make the final year end transfers necessary to balance surplus and deficit accounts for the fiscal year ending on June 30, 2023.

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

gb 3-147 Kamara

(May 25, 2023)

To request the Administration provide an update on the parcel of land issued to WPS at the Roosevelt school location, past and present.

Member O'Connell Novick expressed concerns about prioritization, lines of authority, and how the Committee makes decisions when there may be outside influences. Member Mailman asked for clarification on whether the city owns that parcel of land and if it would make it a joint project between the city and the Schools. Superintendent Monárrez responded that this project would become a part of the conversations around a full capital projects strategy. She stated that there are some higher level concerns around traffic that will be discussed immediately to get a short term solution while also thinking about some long term solutions.

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

gb 3-148 Kamara

(May 25, 2023)

To request the Administration provide an update on the School Liaison Officers relational engagement in each quadrant and any updates on how this has impacted safety and security in WPS.

Member Kamara made a motion to congratulate, invite, and thank the School Liaison Officers for their service. Member Mailman made a friendly amendment to get an update from Administration first and then determine next steps in regards to bringing the School Liaison Officers in.

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

gb 3-149 Kamara

(May 25, 2023)

To consider a conversation on the parcel of land in front of North High School for recreational purposes and any updates on plans to remodel the space for the school's use.

Member Kamara spoke about the importance of equity for all Worcester student athletes and emphasized the remodel of this land would give North High students fair and equal access to practice facilities.

On a roll call of 7-0, the item was sent to Finance and Operations.

gb 3-142 Administration

(May 25, 2023)

To review proposed solutions to address traffic issues at both Burncoat High and Middle Schools and Roosevelt Elementary School, including preliminary design and cost estimates.

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

gb 3-79.1 Clancey

(March 1, 2023)

To request that the Administration provide an update on student chromebooks across the district.

Vice Chair Johnson made a motion to accept the report from Administration and file.

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

gb 3-93.1 McCullough

(March 19, 2023)

To consider adding AirPods usage to the Policy Handbook and utilizing administrator, educator, and student feedback during the development of the policy.

On a roll call of 7-0, the item was sent to Governance and Employee Issues.

On a roll call of 7-0, the meeting was adjourned at 7:43 p.m.

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

The School Committee held a meeting on June 15th, in Esther Howland South Chamber in City Hall. The meeting was called to order at 4:00 p.m. There were present: Vice Chair Johnson, Member Clancey, Member Mailman, Member Kamara, Member McCullough, Member O'Connell Novick, and Mayor Petty.

The School Committee Members said the Pledge of Allegiance and the National Anthem was performed by David-Gig Owusu Sekyere of Jacob Hiatt Magnet School.

gb 3-150.1 Administration

(May 25, 2023)

To consider approval of the Worcester Public Schools FY24 budget.

Administration Salaries - Fund Code: 500-91110; pg. 183

Mr. Allen presented a transfer from this account. It is the recommendation of the Administration that the following ESSER spending charge be changed as follows: to reduce the position of Director of School Climate and Culture and to add four Climate and Culture Specialists.

Member O'Connell Novick expressed discomfort with the number of dean positions being added with the limited information received so far. She also expressed her view of these positions as being on a trial basis and doesn't believe there is a proof of efficacy.

Member Johnson asked for an explanation of what the Dean of Students position would entail. Executive Director Dr. Kareem Tatum, explained that the position has been focused on culture and climate work, student safety, relationships between students, and between students and families. They have supported Assistant Principals and given them more time to provide instructional leadership. William Foley, Executive Director, added that this position would help students transition into grade 9 and give them support both academically and socially. Superintendent Monárrez noted that the Dean position would be focused on prevention and restorative work and would serve as an extra support to those with 504 plans without being directly involved.

Member Kamara questioned the necessity of this position in regards to psychological/social health of students and argued there may be positions inside the schools already that do this job. Dr. Monárrez responded that the need for these positions came from the students during a Superintendent Student Advisory meeting in May. Students expressed the need for time to socialize, to build back community into their schools, and to heal from close to two years of isolation. The Dean would help create these spaces for them, create breaks, wellness days, etc.

Member Clancey asked if principals understood the responsibilities of the Dean position when they were asked if it was something they needed in their schools. Mr. Foley stated that they did understand the role of the Dean and wanted it in their schools. Superintendent Monárrez added that if there was any trepidation about adding these positions then it could be done more slowly.

Member Johnson asked about the training process for the new Dean positions in other schools. Superintendent Monárrez explained that they would be trained by the Director of

Positive Youth Development, Thomas Toney. They will be trained on restorative justice, due process, and positive behavior interventions with the expectations that the Deans would provide oversight to the climate and culture assistants at the school. She added that item gb 3-150.1 Annex H shows the suspension data for North High.

Mayor Petty made a motion to approve ESSER funds transfer. On a roll call of 6-0 (Clancey absent), the transfer was approved.

On a roll call of, 5-0-1 (Clancey absent, Kamara abstained), Administration Salaries was approved.

Teacher Salaries - Fund Code: 500-91111; pg. 186

Member Mailman inquired about how vacancies affect the spending in this category. Mr. Allen explained that new positions were covered by ESSER spending and that there is approximately \$6 million dollars built into the budget to cover anticipated vacancies.

Member O'Connell Novick asked where preschool would be held next year. Executive Director, Ellen Kelley, responded that we have a full day preschool in every quadrant and there has been the addition of some SAIL classrooms throughout the district. Superintendent Monárrez added that the desired state for the district would be to have full day preschool for every preschool but the district is limited by its facilities.

Member O'Connell Novick made a motion to reallocate \$185,000 from the unfilled Integrated Coaches positions to ParaProfessionals with the intent of getting 20 additional ParaProfessionals in Kindergarten classrooms.

Assistant Superintendent, Dr. Marie Morse, made an alternative proposal to take the 30 Literacy Tutor positions that are included in the budget and repurpose those funds to meet the need for the 20 additional ParaProfessionals in Kindergarten classrooms. Mr. Allen added that to be able to meet the funding need for the 20 additional positions, both the \$185,000 and the funding for the 30 Literacy tutor positions would need to be used.

On a roll call of 7-0, the motion to reallocate \$185,000 from the Integrated Coaches positions to IA ParaProfessionals was approved.

On a voice vote, Teachers Salaries was approved.

School Committee Salaries - Fund Code: 500-91112; pg. 190

Member Mailman appealed to Mayor Petty to discuss and reevaluate School Committee Salaries with the City Council as a matter of equity.

On a voice vote, School Committee Salaries was approved.

Classroom Substitutes Salaries - Fund Code: 500-91114; pg. 191

On a voice vote, Classroom Substitutes Salaries was approved.

Instructional Assistants Salaries - Fund Code: 500-91115; pg. 192

On a voice vote, Instructional Assistants Salaries was approved.

Transportation Salaries - Fund Code: 500-91117; pg. 195

Member Johnson asked where after school transportation would be reflected in the budget and if the after school transportation to different programs would resume. Mr. Allen stated that after school transportation did resume, but the challenge is the district is running fewer

buses and therefore less school buses are able to get students to after school programs at this time.

On a voice vote Transportation Salaries was approved.

Supplemental Program Salaries - Fund Code: 500-91118; pg. 198

Member O'Connell Novick asked if the district has the staff support from its budget that is needed to support some of the largely grant-funded programs. Dr. Morse responded that the district does have enough funding to support the programs being run right now. There are plans to enhance and expand some of the adult education programs with the help of the Director of College and Career Readiness, Christopher Kursonis, so in the future there may be a need for more funding.

Member Clancey asked for some clarification on the reason for the additional \$18,000 on Line J. St. Casimir's Clinical Program. Ms. Seale responded that it has been a long-standing budget line item that provides services for the students' tutorial services before and after school as well as clinical services throughout the school year.

On a voice vote, Supplemental Program Salaries was approved.

Custodial Services - Fund Code: 500-91119; pg. 201

Member O'Connell Novick asked how the district is planning to fill the remaining open Custodial positions. Mr. Allen responded that there are currently 15 openings but there have been two new hires and six more applicants that are working their way through the hiring process. He added that there were discussions of using the Masshire program used by the Transportation department as well as expanding the district's networking opportunities to fill the vacant positions.

On a voice vote, Custodial Services was approved.

Maintenance Service Salaries - Fund Code: 500-91120; pg. 202

On a voice vote, Maintenance Service Salaries was approved.

Administrative Clerical Salaries - Fund Code: 500-91121

Member O'Connell Novick made a motion to remove 10 of the 20 additional Administrative Clerk positions and to move that funding into paraprofessionals, which would provide an additional \$600,000.

There were a few questions on whether the Administration would support this need. Member Clancey expressed that she heard from principals that not all of these were needed.

Superintendent Monárrez spoke about the importance of having enough clerical staff in the front office so that principals, assistant principals, and other staff members can focus on their responsibilities. She added that having enough staff in the front office creates a more welcoming environment for families coming into the schools. After some discussion, the School Committee and Administration came to a consensus to add 10 positions for this year.

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

On a voice vote, Administrative Clerical Salaries was approved.

gb 3-65 McCullough

(February 2, 2023)

To set a date to recognize Andrea Cook, a Teacher at Burncoat Middle School, who has been awarded the 2023 Donna Nagle Award for Excellence in General Music.

The School Committee recognised Andrea Cook, for her outstanding leadership, service, and dedication to teaching General Music at Burncoat Middle School.

gb 3-133 Administration

(May 4, 2023)

To set a date to recognize Meredith Lord for receiving the William P. Foster Community Development Award.

The School Committee recognized Meredith Lord for her positive impact on her school, students, and community.

On a voice vote, the FY24 Budget was held.

Mayor Petty made a motion to recess into Executive Session

On a voice vote, the motion was approved at 6:08 pm.

The School Committee reconvened in open session at 7:12 p.m.

There were present: Vice Chair Johnson, Member Clancey, Member Mailman, Member Kamara, Member McCullough and Member O'Connell Novick.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the Educational Association of Worcester Units A and B for a period of September 1st, 2022 through August 31st, 2023. On a roll call of 6-0 (absent Mayor Petty), the motion was approved.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the Educational Association of Worcester Units A and B for a period of September 1st, 2023 through August 31st, 2026. On a roll call of 6-0 (absent Mayor Petty), the motion was approved.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the Educational Association of Worcester Instructional Assistance Unit for a period of September 1st, 2022 through August 31st, 2023. On a roll call of 6-0 (absent Mayor Petty), the motion was approved.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the Educational Association of Worcester Instructional Assistance Unit for a period of September 1st, 2023 through August 31st, 2026. On a roll call of 6-0 (absent Mayor Petty), the motion was approved.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the International Union of Public Employees, Plumbers, and Steamfitters, Local 125 for a period of July 1st, 2022 through June 30th, 2023. On a roll call of 6-0 (absent Mayor Petty), the motion was approved.

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the International Union of Public Employees, Tradesmen, Local 135 for a period of July 1st, 2022 through June 30th, 2023. *On a roll call of 6-0 (absent Mayor Petty), the motion was approved.*

Pursuant to action taken in executive session, it is moved to ratify the Memorandum of Agreement between the Worcester School Committee and the Teamsters Local 174 and on behalf of the Worcester Public Schools Transportation, Mechanics, establishing the pay raise for bargaining unit members retroactive to July 1st, 2022.

Vice Chair Johnson made a motion to collectively approve the Executive items. *On a roll call of 6-0 (absent Mayor Petty), the motion was approved.*

The following items were considered together:

i. Approval of Minutes

AOR 3-13 Clerk

(June 7, 2023)

To consider approval of the Minutes of the School Committee Meeting of May 4th, 2023.

ii. Approval of Donations

To consider approval of a general donation to Woodland Academy from CEC Entertainment in the amount of \$254.80.

To consider approval of a general donation to Woodland Academy from MCM Fundraising in the amount of \$315.00.

iii. Notification of Personnel Records

The Superintendent has approved the personnel records provided in backup.

iv. Initial Filing of Individual Recognitions

gb 3-154 McCullough

(May 25, 2023)

To send letters of congratulations to the Science Fair winners from the Worcester Public Schools.

gb 3-155 McCullough

(May 31, 2023)

To send letters of thanks and appreciation from the School Committee to retiring Worcester Public School employees for their years of service and dedication to the district.

Vice Chair Johnson made a motion to approve the consent agenda.

On a roll call of 6-0 (absent Mayor Petty), the items were approved collectively.

Public Comment

Nelly Medina, Worcester resident, public school parent, and a local activist and organizer, spoke in support of passing the THRIVE Act and asked for the School Committees support to help with its passage. She also spoke about the renaming of St. Casimir's School. She asked if there were other people we could consider naming the school after and encouraged

bringing the community into the decision making process. She asked that the item be held until the community is brought into the conversation.

Reports of the Standing Committees

aor 3-14 Clerk

(June 7, 2023)

The Standing Committee on Finance and Operations met both virtually and in person on May 22nd, 2023 at 6:37 p.m.

On a roll call of 6-0 (Absent Mayor Petty), the report was approved.

The Standing Committee on Teaching, Learning, and Student Supports met virtually on May 10, 2023 at 5:30 p.m.

On a roll call of 6-0 (Absent Mayor Petty), the report was approved.

The Standing Committee on School and Student Performance met virtually on May 16th, 2023 at 5:02 p.m.

On a roll call of 6-0 (Absent Mayor Petty), the report was approved.

The Standing Committee on Governance and Employee Issues met virtually on May 15th, 2023 at 5:32 p.m.

Member O'Connell Novick made a motion to amend the structure of the Strategic Planning Committee, which would separate them into Administration and community groups where the community group does the ground work and bring it to the Administration would take over for the next steps as opposed to having the Administration with the community as part of the planning.

On a roll call of 3-3,(No: Kamara, McCullough, Mailman) the motion failed.

Member O'Connell Novick made a motion to utilize WEC as the Vice Chair and the Research Bureau as the Chair of the Strategic Planning Committee.

On a roll call of 5-1, (No: Mailman) the motion was approved.

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

Mayor Petty returned to the meeting at 7:46 p.m.

SA 3-1.1 Student Advisory Committee

(March 16, 2023)

To consider approval of additional middle school sports programs throughout the district.

Member Kamara expressed concern about funding the equipment for these sports, but Dr. Morse assured her that the district would be providing the necessary equipment.

Roll call to approve 7-0, the item was approved.

Approval of Grants and other Finance Items

To consider approval of the North Quadrant 2023 Enrichment Grant from the UMass Chan Medical School in the amount of \$1,350.00.

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

gb 3-128.1 O'Connell Novick

(April 26, 2023)

Request Administration ensure full and fair elections are held in a timely fashion for the position of School Committee Student Advisory Member at each high school, ensuring the rights and responsibilities of such a position are fully forwarded to the student body; Further, request Administration provide for the School Committee Student Advisory Council to meet before the end of school to elect a chair, who will serve as the ex-officio member of the Worcester School Committee next school year.

Member O'Connell Novick asked if the Student Advisory Committee had voted in the Ex Officio member. Strategic Support Coordinator, Ashley Gaboriault, responded that the vote was to be held the next day. Member O'Connell Novick requested that the calendar be updated to reflect which days the School Committee will meet with the Student Advisory Council and that each Student Representative be assigned a mentor from the School Committee.

Mayor Petty made a motion to approve and file.

On a voice vote, the motion was approved.

gb 3-48.2 McCullough

(January 16, 2023)

To consider exploring the hiring of athletic trainers for high school athletics.

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

gb 3-22.1 McCullough

(December 20, 2022)

To explore the feasibility of increasing the day-by-day substitute rate for licensed/retired educators.

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

gb 3-145.1 Administration

(May 23, 2023)

To request the approval of removing the medical waiting room CNAs.

Mayor Petty made a motion to approve the item.

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

gb 3-152 Administration

(June 1, 2023)

To consider approval of an update to the job description for the Certified Instructor for Junior Reserve Officers Training Corps (JROTC) - Air Force.

Mayor Petty made a motion to approve the item.

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

gb 3-153 Administration

(June 2, 2023)

To review the Independent Accountants' Report on Applying Agreed-Upon Procedures for the DESE End of Year Financial Report for Fiscal Year 2022.

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

gb 3-156 Clancey

(June 1, 2023)

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

Member Clancey introduced the item to approve a name change of the program at the St. Casimir's Alternative School after Dr. Michael O'Neil to honor his 40 years of service there.

Member Kamara acknowledged the work that Dr. Michael O'Neil has done for this district, but raised the question of equity in the district. She expressed that naming schools should occur through a collaboration with the community, parents, and students. Member O'Connell Novick stated that there is a policy in place for the naming process that requires community involvement.

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

gb 3-157 Clancey

(June 1, 2023)

To consider creating a policy regarding graduation ceremonies and student participation.

On a voice vote, the item was referred to Governance & Employee Issues.

gb 3-158 O'Connell Novick

(June 2, 2023)

To consider a resolution proposed by the Peabody School Committee for the 2023 MASC Delegate Assembly regarding stop arm cameras.

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

gb 3-159 Mailman

(June 5, 2023)

To create a finance and operations focus on building repairs and maintenance for the coming year similar to our focus this year on transportation.

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

The following items were taken together:

gb 3-160 O'Connell Novick

(June 5, 2023)

To consider what field trips, aligned with state standards, should be the common experience of all Worcester Public School students.

gb 3-161 Mailman

(June 6, 2023)

To review local field trip opportunities, particularly those to State and local veteran and war memorials to increase Middle School civics learning opportunities.

*On a voice vote, both items were sent to Administration,
On voice vote, the items were approved collectively.*

gb 3-162 O'Connell Novick

(June 6, 2023)

To consider attached resolution for passage and implementation.

Mayor Petty made a motion to approve.

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

gb 3-163 Clancey

(June 6, 2023)

To work with Administration to organize a formal recognition for Seniors who graduated following summer school completion.

Mayor Petty made a motion to refer the item to the Administration.

On a voice vote, the motion was approved.

gb 3-164 O'Connell Novick

(June 7, 2023)

To revise district policy KHB regarding advertising.

On a voice vote, the item was referred to Governance and Employee Issues.

gb 3-165 Administration

(June 7, 2023)

To consider approval of salary adjustments for Non-Represented (Non-Administrative) Positions for FY23-FY26.

Mayor Petty made a motion to approve.

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

gb 3-166 Administration

(June 7, 2023)

To consider approval of salary adjustments for Non-Represented Administrative Positions for FY23-FY26.

Mayor Petty made a motion to approve.

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

gb 3-167 Administration

(June 7, 2023)

To consider approval of a contract up to five years for streaming services with NFHS Network School Broadcast Program.

On a roll call of 6-0 (absent Clancey), the item was approved.

The following items were taken together:

gb 3-168 Administration

(June 7, 2023)

To consider approval of the Job Description for the Communications Coordinator.

gb 3-169 Administration
(June 8, 2023)

To consider approval of the Job Description for the Digital Content Specialist.

On a voice vote the item was referred to the Budget discussion.

gb 3-170 Administration
(June 8, 2023)

To consider approval of the innovation school renewal plans.

*Mayor Petty made a motion to refer the item to School & Student Performance.
On a voice vote, the motion was approved.*

gb 3-171 Petty
(June 8, 2023)

To consider sending letters of support to the MA Legislature in support of the Thrive Act.

Mayor Petty spoke in support of approving support for the Thrive Act emphasizing the negative impacts that the MCAS graduation requirement has had on students and staff. Member O'Connell Novick commented that the Thrive Act does not actually get rid of the competency component and graduation requirement of the MCAS test. Member Kamara made a motion to amend the item to include recommendations along with support for the Thrive Act.

On a roll call of 6-1 (No: O'Connell Novick), the item as amended was approved.

School Clerical Salaries - Fund Code: 500-91122; pg. 206

On a voice vote, Clerical Salaries was approved.

Non-Instructional Salaries - Fund Code: 500-91123; pg. 207

There was much discussion about the two communications positions under this section. Member O'Connell Novick advocated for cutting both positions, seeing them as unnecessary. Members Mailman, Clancey, Kamara, and McCullough advocated for keeping one of the positions and supported moving the other \$85,000 to the ParaProfessionals account to accomplish the goal of 20 additional Instructional Assistants at the kindergarten level. Vice Chair Johnson and Mayor Petty both spoke in support of keeping the two positions advocating for a proactive communications department.

Member O'Connell Novick made a motion to transfer \$170,000 from Non-Instructional Salaries to the ParaProfessionals account.

On a roll call of 1-6 (No: Clancey, Kamara, McCullough, Petty, Johnson, Mailman), the motion failed.

Member Kamara made a motion to cut one position and move \$85,000 from Non-Instructional Salaries to the ParaProfessionals account.

On a roll call of 5-2 (No: Petty, Johnson), the motion was approved.

Mayor Petty made a motion to refer the following items back to Administration:

gb 3-168 Administration
(June 7, 2023)

To consider approval of the Job Description for the Communications Coordinator.

gb 3-169 Administration

(June 8, 2023)

To consider approval of the Job Description for the Digital Content Specialist.

On a voice vote, the motion was approved.

Crossing Guard Salaries - Fund Code: 540-91124; pg. 210

On a voice vote, Crossing Guard Salaries was approved.

School Nurse Salaries - Fund Code: 500-91133; pg. 211

Member O'Connell Novick expressed concern about not having a school nurse in every school all day across the district. Chief Academic Support Officer, Annie Azarloza, stated that the district would need to hire two more nurses to ensure the district has a nurse in every school.

On a voice vote, School Nurse Salaries was approved.

Educational Support Salaries - Fund Code: 500-91134; pg. 213

After some discussion on the Literacy Tutor positions, Dr. Monárrez suggested that funding from this account could be used to fill the 20 paraprofessional positions. Dr. Morse added that there would still be funding for a Literacy Tutor in every elementary school.

Member Clancey made a motion to transfer \$180,000 from Literacy Tutors, in order to put \$150,000 towards School Nurse Salaries and \$30,000 towards the paraprofessional positions.

On a roll call of 5-2 (No: Johnson, Mailman), the motion was approved.

On a voice vote, Educational Support Salaries was approved.

Transportation Overtime Salaries - Fund Code: 540-97201; pg. 216

On a voice vote, Transportation Overtime Salaries was approved.

Custodial Overtime Salaries - Fund Code: 500-97203; pg. 217

On a voice vote, Custodial Overtime Salaries was approved.

Maintenance Overtime Salaries - Fund Code: 500-97204; pg. 218

On a voice vote, Maintenance Overtime Salaries was approved.

Support Overtime Salaries - Fund Code: 500-97205; pg. 219

On a voice vote, Support Overtime Salaries was approved.

Child Nutrition Program pg.244

On a voice vote, the Child Nutrition Program in the amount of \$15,677,472.00 was approved.

Grant Programs: Title 1 - Fund Code: 305; pg. 246

Member O'Connell Novick asked for an explanation of what is being paid for under the Title 1 category. Mr. Allen stated that generally speaking this fund supports most of the focus instructional coaches, wraparound coordinators, and a few preschool teachers in the district. He stated that once the district receives its FY24 awards, a summary presentation would be made and a more in depth discussion about Title 1 could be had at that time.

Member Kamara asked if the district was looking for any grants outside of ESSER to help with funding. Mr. Allen responded that the Grants Office is always searching for grants that align

with its priorities or initiatives.

On a voice vote, Grant Programs in the amount of \$12,889,750.00 was approved.

Other Special Revenue Funds pg. 168 -170

Member Johnson made a motion to receive a report back in the first quarter on the Educational Access Channel.

On a voice vote, Other Special Revenue Funds was approved.

Mayor Petty made a motion to approve the FY24 Annual Budget as amended.

On a roll call of 7-0, the FY24 Annual Budget in the amount of \$552,004,772.00 was approved.

Mayor Petty made a motion to adjourn the meeting.

On a voice vote, the meeting was adjourned at 6:31 pm

O. General Business
O'Connell Novick
(July 5, 2023)

ITEM: gb 3-179
S.C. MEETING: 7-20-23

ITEM:

To send in public comment supporting the Massachusetts draft health and physical education standards before August 28.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) contains the Draft Health and Physical Education Framework Goes Out for Public Comment Press Release.

RECOMMENDATION OF MAKER:

Refer to the Standing Committee Teaching, Learning, and Student Supports.

RECOMMENDATION OF THE ADMINISTRATION:

Administration concurs.

A message from the
Massachusetts Department of
Elementary and Secondary Education

[View this email in your browser](#)

June 28, 2023



PRESS RELEASE

For immediate release

Wednesday, June 28, 2023

Contact: Jacqueline Reis 781-338-3115

Draft Health and Physical Education Framework Goes Out for Public Comment

Department to collect feedback for 60 days

MALDEN – The Board of Elementary and Secondary Education unanimously voted yesterday to send a draft updated health and physical education framework out for public comment, the next step in updating guidelines that have been in place since 1999.

The [draft updated framework](#) outlines standards for what a comprehensive health and physical education program should include: mental and emotional health; personal safety, including safety from gun violence; physical health and hygiene; healthy relationships, including safety from dating violence; nutrition and balanced eating; physical activity and fitness; substance use and misuse; gender, sexual orientation, and sexual health; and public, community, and environmental health.

The Board voted to collect feedback on the framework over the next 60 days.

“Districts have been waiting a long time for an updated health and physical education framework, and I’m excited to see the draft move on to the next step in the process,” said Education Secretary Patrick Tutwiler. “I’m grateful to everyone at DESE and all the educators and experts who contributed to this draft, and we welcome the public’s feedback on it. Together, we can craft nation-leading guidelines for health, well-being, and physical fitness.”

“I’m pleased to send this updated draft out for public comment,” said Board Chair Katherine Craven. “This is a chance for additional Massachusetts educators, parents, students, and community members to review the draft

The Department of Elementary and Secondary Education, educators, and health experts began the process of revising the framework several years ago, ultimately leading to the draft shared last week. The public comment period is a chance for anyone interested to weigh in.

“Updating frameworks is a process that incorporates the knowledge of educators, content experts, and the community, and I’m glad to see this draft move forward,” said Elementary and Secondary Education Commissioner Jeffrey C. Riley. “As we do with other content area frameworks, we will gather feedback during this public comment period and will review the draft before bringing it back to the Board for a vote.”

On June 21, the [Healey-Driscoll administration announced the draft updated framework](#), which is LGBTQ+ inclusive, medically accurate and developmentally- and age-appropriate.

State law ([G.L. c. 71, § 1](#) and [G.L. c. 71, § 3](#)) requires all public schools to teach health education and physical education, but school districts have discretion to determine how standards are implemented at the local level, including what curriculum and materials they will use.

State law ([G.L. c. 71, § 32A](#)) gives parents the right to opt out their children from lessons related to sex education, a small portion of the knowledge covered in this framework.

The draft framework is available here:

<https://www.doe.mass.edu/frameworks/health/2023-07-health-draft.pdf>, and additional information is available in [this Board memo](#) (*download*) and in [this document about the framework’s organization and scope](#) (*download*).

Interested educators, parents, students, and members of the public can submit comments on the draft via this survey <https://survey.alchemer.com/s3/6646350/Comprehensive-Health-and-Physical-Education-Framework-Public-Comment>, by emailing chpef@mass.gov or by mailing written comment to Kristen McKinnon, Assistant Director, Office of Student and Family Support, Department of Elementary and Secondary Education, 75 Pleasant St., Malden 02148. The public comment period will end on Monday, August 28.

###



dese

MASSACHUSETTS
Department of Elementary
and Secondary Education

Annex A

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Superintendents, assistant superintendents, principals, and charter school leaders will receive the update automatically. For others wishing to receive this update, [please subscribe](#)

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You can [update your preferences](#) or [unsubscribe from this list](#)



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

ITEM: gb 3-185
S.C. MEETING: 7-20-23

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:

BACKUP:

Annex A (2 pages) contains the Clerk of School Committee Job Description.

RECOMMENDATION OF MAKER:

Refer to Sub Committee Governance and Employee Issues.

RECOMMENDATION OF THE ADMINISTRATION:

Administration Concurs.

WORCESTER PUBLIC SCHOOLS

School Committee

TITLE:

Administrative Clerk of the School Committee

JOB DESCRIPTION:

The Administrative Clerk serves as the confidential secretary to the Worcester School Committee and coordinates the day-to-day operations of the School Committee.

The ability to interact with the public, staff, and members of the School Committee in a fast-paced environment, sometimes under pressure with deadlines, while remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role.

This position requires strong oral and written communication skills with attention to detail and the ability to manage emails, create documents, transcribe minutes, type, proofread, and edit with precision including: policies, forms, procedures, federal and state reports. The candidate must have familiarity with school operations, with the open meeting law, with public records requirements, and have the initiative and ability to create an efficient organization system, and to coordinate and execute a variety of activities and/or projects.

This individual must have the ability to deal with challenging situations, problem solve, prioritize tasks, create and maintain a professional work environment, and be flexible enough to deal with daily challenges of the system. In addition, they must have strong relationship-building skills, and work well with individuals from diverse backgrounds, experiences and cultures.

Experience in multilingual and multicultural environments is preferred.

QUALIFICATIONS:

At least three years of experience in a position using similar skill sets as this position requires.

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, databases and the use of spreadsheets; planning and managing projects; and preparing and maintaining accurate records;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operations, modern principles and practices of office management; principles and practices of fiscal, statistical, and administrative data collection and report development; concepts of grammar and punctuation; and business telephone etiquette; and

Bilingual highly encouraged

REPORTS TO:

Vice-chair of the Worcester School Committee

PERFORMANCE RESPONSIBILITIES:**Office Administration:**

1. Records accurate and concise minutes of all open and executives sessions for all School Committee and standing committee meetings to be reviewed for approval at the next Committee meeting. Attends all Executive Sessions in person. Once minutes are approved, posts on the WPS website and distributes them, as required by Massachusetts General Law and local directive.
2. Prepares and distributes agendas and material for all School Committee and Subcommittee meetings, tracks pending items for each Committee or Subcommittee meeting in coordination with the Office of the Superintendent, and reviews with Committee convener and/or Vice-Chair. Meets with Vice-Chair and Superintendent on Thursday before bimonthly School Committee meeting to create agenda for full committee meetings from items submitted by members and by administration. Ensures electronic posting and distribution of full Committee agenda by Friday. Coordinates agenda for all subcommittee meetings

with relevant chair and administrators. Works with Committee members and appropriate administrators to establish regular and special Committee and Subcommittee meeting schedules, professional development schedules, and other occurrences. Confirms that all relevant administrators and members of the public have been invited, including those with petitions before the Committee or Subcommittee. Obtains all permits or permissions for meetings, timely posts all meetings, and provides all meeting materials for attendees with as much lead time as possible.

3. Maintains all archival Committee meetings and materials as required by state law. Responds to requests for meeting information. Maintains copies of all documents executed by the School Committee. In coordination with the relevant staff, manages the School Committee's website in order to ensure the public and members gain timely access to required documents and information.
4. Provides updated policies to the Massachusetts Association of School Committees after approval by School Committee.
5. Drafts all correspondences, memorandum, annual reports, recognitions, nominations, announcements in a timely manner as per Committee vote.
6. Responds to parent and/or community concerns when the matter falls within the purview of the School Committee, or refers them to appropriate school department personnel for resolution. Tracks all parent and/or community inquiries by topic and provides updates to the School Committee.
7. Collects data and prepares reports of various subjects to inform district decisions at directive of full Committee.
8. Provides relevant data to support annual budget preparation, as requested by the Budget Office.
9. Collaborates with other Administrative Assistants (Superintendent's Office, Human Resources, Teaching and Learning, and Budget Office) to provide support to the School Committee whenever needed.
10. Organizes and facilitates special events such as School Committee hosted Massachusetts Association of School Committees Division meetings, recognition events, etc.
11. Works effectively in informal and formal teams with diverse constituencies.

Professional Development:

1. Encouraged to attend annual conference of the Massachusetts Council of School Committee Administrative Personnel (COSCAP) at School Committee cost.

TERMS OF EMPLOYMENT:

Twelve-month work year

Flexibility with work hours and work schedule may be needed per the School Committee Calendar.

EVALUATION:

Performance shall be evaluated annually on or before July 1st. The School Committee Vice-Chair will complete the evaluation with input from the School Committee. The annual evaluation will be reviewed and voted in open session by the full School Committee by the second regular meeting in September of each year.

J. Public Petition
Student
(July 19, 2023)

ITEM: c&p 3-8
MEETING: 8-17-23

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:

BACKUP:

Annex A contains an email conversation that outlines Jason Murillo's rationale for this petition.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:



Murillo (Student), Jason <student.140034@worcesterschools.net>

Changing Columbus Day to Indigenous People's Day

6 messages

Murillo (Student), Jason <student.140034@worcesterschools.net>

Fri, Jul 14, 2023 at 3:42 PM

To: Jermaine Johnson <johnsonjl@worcesterschools.net>, Jermoh Kamara <kamaraj@worcesterschools.net>, "Joseph Petty (CITY OF WORCESTER)" <PettyJM@worcesterma.gov>, Laura Clancey <clanceylb@worcesterschools.net>, Molly McCullough <mcculloughm@worcesterschools.net>, Sue Mailman <mailmans@worcesterschools.net>, Tracy O'Connell Novick <novickt@worcesterschools.net>

Dear School Committee Members,

I am Jason Murillo, a rising senior at South High. As I will be a senior, I look forward to the coveted day of all seniors to when we graduate. To find out this day, I looked to our 2023-2024 calendar. What caught my attention more, however, was that Columbus Day is still on our calendar, as it has been since I started Kindergarten. As it is my final year in this district, I feel like I have to comment on this atrocious holiday.

In a school district where no ethnic or racial group make a majority, we celebrate our diversity. We celebrate that our schools strive to make a fostering environment where all cultures are not only accepted, but are embraced.

Yet, we still celebrate Columbus Day. There is a reason why less than 1% of the city's students are Native American. His name is Christopher Columbus. We were taught—lied to rather—that he was an honorable man that discovered the Americas. Regardless if he is deserving honor for his "discovery", he is certainly not honorable for starting the genocide against the Natives. Despite Native Americans being, as the name suggests, the people native to the Americas, they make up a ridiculously small number of the country's population, and we can thank Columbus for that.

However, less than 1% is not an accurate number. Hispanics make almost half of the city's students. Although many of us do not identify with being Indigenous, we certainly have indigenous blood. During the Spanish colonization, the different races in the colonies did not isolate, and they resulted in a multiracial population. Subsequently, many Hispanics have Indigenous heritage.

That means that when the city's schools celebrate Columbus Day, we are celebrating a man who resulted in the killing of our ancestors. When the city's schools teach students about Columbus, we learn that a man who resulted in the killing of our ancestors is "honorable."

When we celebrate Columbus Day, we celebrate our near extinction.

I would say that is very ironic. In Worcester, we celebrate the near extinction of the culture of many of our students, but we love priding ourselves in our diversity.

If we certainly do pride ourselves on diversity, I would say celebrating Columbus Day is not the way to do it. Teaching elementary students about the "great deeds" of Columbus is also a bad way to do it.

I say that the district should move to eliminate Columbus Day from the calendar and replace it with Indigenous People's Day, so we can further embrace the many colors of Worcester.

Best regards,
Jason Murillo

Murillo (Student), Jason <student.140034@worcesterschools.net>

Fri, Jul 14, 2023 at 5:12 PM

To: Rachel Monárrez <monarrezr@worcesterschools.net>

Hello Dr. Monarrez,

I am a rising senior at South High, and I had sent an email to the school committee regarding Columbus Day. Somehow, I did not think to send it to you!

Please read and consider my thoughts. I would greatly appreciate it.

Jason Murillo
[Quoted text hidden]

Novick, Tracy O'Connell <novickt@worcesterschools.net>
To: "Murillo (Student), Jason" <student.140034@worcesterschools.net>

Sat, Jul 15, 2023 at 11:21 AM

Jason,
Thank you for your thoughtful email.
Last year, I put an item in our Governance subcommittees requesting that our calendar, specifically what holidays are observed, be reviewed and updated.
I agree with you entirely.
There is an argument that as a municipal school district, we are bound by the observances of the city. I am less than certain that this is the case.
Should you wish to put this forward as a petition to us, or to the city council, and would like assistance in doing so, please let me know.
And thank you for getting in touch with us,
Tracy Novick
[Quoted text hidden]
--

Tracy O'Connell Novick
She/her/hers
Worcester School Committee
774-437-2269

Inline image

Murillo (Student), Jason <student.140034@worcesterschools.net>
To: "Novick, Tracy O'Connell" <novickt@worcesterschools.net>

Sat, Jul 15, 2023 at 12:36 PM

Ms. Novick,

You have read my mind! I would love your help in making that petition. I appreciate your prompt response.

Other students and I have celebrated the man who almost caused our extinction for too long. I am delighted at the possibility that for one year, I can celebrate the survival of my people rather than him.

Where should we go from here?

Jason Murillo
[Quoted text hidden]

Monárrez, Rachel <monarrezr@worcesterschools.net>
To: "Murillo (Student), Jason" <student.140034@worcesterschools.net>

Mon, Jul 17, 2023 at 12:41 PM

Hello Jason,
Thank you for reaching out and sharing your valid thoughts and concerns. I will work with the School Committee to consider options moving forward.
Also, I am so pleased with your advocacy and inclusive spirit.
Wishing you the best of summers,
Dr Monarrez
[Quoted text hidden]

Novick, Tracy O'Connell <novickt@worcesterschools.net>
To: "Murillo (Student), Jason" <student.140034@worcesterschools.net>
Cc: Kaycee Roy <royk@worcesterschools.net>

Tue, Jul 18, 2023 at 4:06 PM

Jason,
Our rules say that petitions go through our Clerk's office, but we are in transition on that right now. Our correspondence is currently being managed by Ms. Roy, here copied.

7/31/23, 2:17 AM

Worcester Public Schools Mail - Changing Columbus Day to Indigenous People's Day

If you were to write a sentence or two beginning with "Request the School Committee..." and send it to Ms. Roy, it would be placed on our next agenda for our next meeting, which is August 17 at 4 pm. You would then be welcome to come to the meeting at City Hall and speak for three minutes on the petition. You might also see if others are interested in supporting it, as well.

And by all means, keep me looped in,
Tracy Novick

[Quoted text hidden]

N. Approval of Grants and Other Finance Items
Administration
(July 18, 2023)

MEETING: 8-17-23

ITEM:

To consider accepting the attached invoice for prior year payment for SEAC totaling \$150.00.

PRIOR ACTION:

BACKUP:

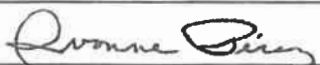
Annex A (2 pages) contains the Purchase Order Requisition.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

PE 50123
 Annex A
 CC5303
 FD101

Worcester Public Schools PURCHASE ORDER REQUISITION

REQUISITION NO. _____
 DATE 7/7/2023 _____
 PURCHASE ORDER _____
 SHIP TO CODE _____
 CONSIGN TO Worcester Public Schools Attn: Ivonne Perez
 ADDRESS _____
 ORG/ACCT 500136HR
 VENDOR NUMBER SC 10127
 VENDOR NAME Southeast Asian Coalition of MA
 ADDRESS 50 Portland Street Suite 521
 CITY/STATE/ZIP Worcester, MA 01608
 F.I.D. _____
 CONTRACT # _____
 SIGNATURE 

QUANTITY	UNIT MEASURE	DESCRIPTION	UNIT \$	TOTAL \$
1		Recruitment/promotion for our district on Sunday, June 18, 2023, at 11 am - 4:30 pm	\$ 150.00	\$ 150.00
				\$ -
				\$ -
				\$ -
				\$ -
		Sent P.O. to: AiCo Abercrombie abercrombiea@worcesterschools.net		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
		Please send P.O. to Coralys Ramirez		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
		SUB-TOTAL		\$ 150.00
		SHIPPING AND HANDLING		\$ -
		TOTAL		\$ 150.00



Southeast Asian Coalition of Central Massachusetts

50 Portland St; Suite 521 Worcester MA 01608

Phone: (508) 791- 4373 Fax: (508) 459 - 5284

www.seacma.org

Tuyet Tran,MSW,LICSW
Executive Director

Invoice

Date: June 16, 2023

Board Officers

Thanh Tran
President

Board Member

Sahdev Passey, M.D
Ashish Cowlagi
Mishawn Davis-Eyene
Ethan Belding

Vendor Name: Worcester Public School
Attn: AiCo Abercrombie

Description: This sponsorship package will provide you with an informational table at the festival

SEAC's Tax ID #: 04-3393955

Total Amount: \$150.00

N. Approval of Grants and Other Finance Items
Administration
(August 2, 2023)

MEETING: 8-17-23

ITEM:

To consider accepting funds designed to support a cohort of school leadership teams to collaborate on expanding high-quality Applied Learning and shifting the cognitive demand to students through a series of facilitated sessions and visits to other schools showing strong Applied Learning practices.

PRIOR ACTION:

BACKUP:

Annex A contains the Grant Acceptance Form from the Applied Learning Institute.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Grant Acceptance Form

Name of Grant: Applied Learning Institute

Type of Funder: One8 Foundation

Awarded Amount: \$8,900

Grant Funding Period: Upon execution through June 30, 2024

Project Title: Mass STEM Hub

Program Coordinator: Tim Sippel/Drew Weymouth

Purpose: Funds are designed to support a cohort of school leadership teams to collaborate on expanding high-quality Applied Learning and shifting the cognitive demand to students through a series of facilitated sessions and visits to other schools showing strong Applied Learning practices.

Description of the program: Funds to be used to cover professional development time to develop strategies to support students with disabilities, enhance family engagement, improve data collection and review, streamline curriculum assessment and promote project-based learning partnerships.

Program location: Worcester Technical High School

Outcomes and Measures: Improved instructional practices to provide students with equitable access to complex curriculum and materials as measured by monthly and quarterly reports and school performance numbers.

----- Forwarded message -----

From: **Joanna Jacobson** <jjacobson@one8.org>

Date: Mon, Jul 24, 2023 at 12:50 PM

Subject: [EXTERNAL] Congratulations! Your team has been selected to join the Applied Learning Leadership Institute!

To: monarrezr@worcesterschools.net <monarrezr@worcesterschools.net>, weymouthdg@worcesterschools.net <weymouthdg@worcesterschools.net>, derosel@worcesterschools.net <derosel@worcesterschools.net>, torresr@worcesterschools.net <torresr@worcesterschools.net>

CC: Sissela Tucker <stucker@one8.org>, Vanessa Lipschitz <vlipschitz@one8.org>

Hello Worcester Technical High team,

Congratulations! We are excited to share that Worcester Technical High has been accepted into the One8 Foundation Applied Learning Leadership Institute. We are so thrilled to have leaders embarking on a collaborative journey to expand applied learning opportunities for students at your school.

To support your work with the Applied Learning Leadership Institute, your school has been awarded **\$8,900.00** in grant funding to help offset costs associated with Institute travel and pilot implementation.

Next steps:

- The Superintendent of your district will receive a **grant agreement** via DocuSign next week which he or she will need to review and sign by August 7, 2023.
- Your financial contact will receive a **logistics email** next week where all the details for how to receive the grant funds will be explained.
- Plan to join us for the first Institute session on August 8-9! You will receive an email with a draft agenda and location information shortly.

As leading members of the One8 community, we are thrilled to welcome your team to a collaborative cohort experience with other innovative educators across Massachusetts who are working to provide rich and meaningful learning opportunities for students. We are excited to partner with you as we launch the Applied Learning Leadership Institute (ALLI) and grateful for your interest in joining the inaugural cohort. We have an exciting and action-packed year in front of us.

Please reach out with any questions you may have, and we are looking forward to the work ahead!

Thank you,
Joanna

About the One8 Foundation

The One8 education team identifies, supports, and scales high impact programs and approaches that help schools and teachers prepare students for success in a rapidly changing, data-rich world. One8 imagines a future where high-quality applied learning opportunities, oriented around STEM and 21st century skills, that make learning relevant, stimulating and rewarding are a regular part of the student experience, driving impact for all students. Learn more at www.one8.org.

About the Applied Learning Leadership Institute

The Institute will allow cohorts of school leadership teams to collaborate on expanding high quality applied learning opportunities for their students and shifting the cognitive demand to students through a series of facilitated sessions and visits to other schools showing strong applied learning practices. Teams, led by the Principal, will identify a local problem of practice, work through cycles of designing, piloting, and iterating on a set of strategies that respond to the problem, and analyze student impact data. In addition, teams will participate in two school visits designed to spur creativity and new thinking.

Joanna Jacobson

President

One8 Foundation

[177 Huntington Ave, 15th Floor](#)

Boston, MA 02115

(857) 202-6240 direct

jjacobson@one8.org

Worcester Technical High School
MassSTEM Hub Applied Learning Grant Budget Summary

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
3. Support Staff Salaries	
4. Stipends	\$8,900
Hourly pay for staff work done outside of contractual hours.	
5. Fringe Benefits	
6. Contractual Services	
7. Supplies and Materials	
8. Travel	
9. Other Costs	
10. Indirect Costs	
11. Equipment	
Grand Total	\$8,900

O. General Business
Mailman
(July 31, 2023)

ITEM: gb 3-189
S.C. MEETING: 8-17-23

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:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Administration and Finance and Operations.

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Finance and Operations.

O. General Business
Administration
(July 14, 2023)

ITEM: gb 3-190
S.C. MEETING: 8-17-23

ITEM:

To consider the approval of contacting the City Legal Department for engaging in the process of applying for an H1B VISA for a Dual Language teacher for Chandler Magnet School.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains the rationale and some background information on the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:



Administrator: Ivonne Perez
Department: Office of Equity
Date: 08-10-2023
Item Number: gb 3-190
Item: To consider the approval of contacting the City Legal Department for engaging in the process of applying for an H1B VISA for a Dual Language teacher for Chandler Magnet School.
Recommendation: Refer to Teaching, Learning, and Student Supports

Rational: *Qualified Dual Language teachers are difficult to find. Due to a late submission by DESE to extend a J1 Visa, the teacher had to return to Spain. The principal of the school advocates for this effective teacher to remain in Worcester, specifically at the Chandler Magnet/La Familia Dual Language School.*

Why:

We request approval to contact the City Legal Department to engage in the process of an H1B Visa for Beatriz Portero De Pradeña, Dual Language teacher at Chandler Magnet Elementary School/La Familia Dual Language Program. This request is being made because the Massachusetts Department of Elementary and Secondary Education failed to turn in Mrs. Portero De Pradeña's paperwork by the deadline and her J1 Visa extension was not approved. We expected that she would continue with us as this would cause a disruption to the Dual Language program.

We would not be making this request if the extension application by the state had been made by the deadline. We have researched the steps needed to engage in the H1B Visa process with attorney Madeline Cronin who will assist us in this process. The teacher has received a letter from the Spanish Embassy and the US Department of State Visa Office in Washington, D.C. approving her application for a change of status from J1 to H1B.

O. General Business
O'Connell Novick
(August 1, 2023)

ITEM: gb 3-191
S.C. MEETING: 8-17-23

ITEM:

In light of the state's FY24 final budget, request the status of funding, including FY23 free cash, to restore solar panels eliminated from the Doherty Memorial High School building project.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
O'Connell Novick
(August 1, 2023)

ITEM: gb 3-192
S.C. MEETING: 8-17-23

ITEM:

To consider the creation of a parent/family/guardian affinity group, parallel to those for special education and English learners, for family members of LGBTQIA+ students.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Administration.

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
Kamara
(August 2, 2023)

ITEM: gb 3-193
S.C. MEETING: 8-17-23

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:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
Kamara
(August 2, 2023)

ITEM: gb 3-194
S.C. MEETING: 8-17-23

ITEM:

To support the newly established program "Manager of Workforce Programs" with WPS Worcester Technical High School and other Chapter 74 vocational-technical and Innovation Pathways Programs (IPP) by equipping students with the development of "Program Advisors".

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains an overview of the Manager of Workforce Programs.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

WORCESTER REGIONAL CHAMBER OF COMMERCE

Manager of Workforce Programs

Building local career pathways for Worcester Public School Students

The Worcester Regional Chamber of Commerce is focused on enhancing and promoting the programs targeting the skills and certifications needed to succeed in **technical and vocational careers**.

Our goal is to partner with Worcester Public Schools (WPS) and the Worcester business community to promote programs for:

- Self-Exploration: to identify talent, **strengths and interests**.
- Career Exploration: Credentials needed, **skills required** and growth potential.
- Job Exploration: **Business partnerships**, internships, co-ops, and apprenticeships.

We promote post-secondary **training and credentialing** opportunities for WPS graduates who may or may not plan to go directly to college.

- Massachusetts 2016 graduates earned an average of **\$36k** in 2021.
- Worcester Public graduates = **\$29k** / Black/African American = **\$25k** / non-Hispanic non-racial = \$21k.

Only **48%** of 2020-21 high school graduates enrolled in a 2 or 4-year college program. More importantly, only **21%** of WPS graduates go on to earn a college degree within six years of high school graduation. Latino students **11%**, English Language Learners **15%**, and students with disabilities **8%**.

'**Career**' needs to be promoted as a positive post-secondary option the way '**College**' is today and '**Career-Credentials-College**' as a desirable pathway. We are changing the 'college for all' mentality. Perfecting what you are good at is more valuable than everyone (attempting) to earn a 4-year degree. We are focused on better preparing **junior and senior students** for career success.

Through our business partnerships, we enhance **business recruitment efforts** and provide career opportunities for high school and college students. This position is part of **planning meetings** with WPS leadership, department heads, guidance and the WPS superintendent – focused on students.

The Chamber will be hosting events with **Worcester Technical High School and other comprehensive schools** to facilitate industry roundtables and collaborate on internships, apprenticeships and co-ops. We work closely with Worcester schools and businesses to promote **career opportunities** and successful futures.

Bringing **students and employers** together.

Dave Garvin
 Manager of Workforce Programs
 Worcester Regional Chamber of Commerce
 dgarvin@worcesterchamber.org
 508-753-2924 ext. 230



WORCESTER REGIONAL
 CHAMBER OF COMMERCE
 RECRUIT | RETAIN | INCUBATE

O. General Business
Administration
(August 2, 2023)

ITEM: gb 3-195
S.C. MEETING: 8-17-23

ITEM:

To review the status of the FY24 Budget and make appropriate transfers as required.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Finance and Operations.

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
O'Connell Novick
(August 3, 2023)

ITEM: gb 3-197
S.C. MEETING: 8-17-23

ITEM:

To establish a policy that acknowledges the climate emergency in the priorities, policies, actions, and budgeting of the Worcester Public Schools.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Governance and Employee Issues.

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
McCullough
(August 3, 2023)

ITEM: gb 3-198
S.C. MEETING: 8-17-23

ITEM:

To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Finance and Operations

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
Administration
(August 7, 2023)

ITEM: gb 3-200
S.C. MEETING: 8-17-23

ITEM:

To authorize the Administration to write a letter of support on behalf of the Worcester School Committee for the district to pursue 15 electric school buses through the Environmental Protection Agency's (EPA) Clean School Bus (CSB) Grant Program.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
O'Connell Novick
(August 9, 2023)

ITEM: gb 3-201
S.C. MEETING: 8-17-23

ITEM:

To update policies as noted.

PRIOR ACTION:

BACKUP:

Annex A (63 pages) contains the redlined policy updates.
Annex B (4 pages) contains a list of the policy changes proposed.

RECOMMENDATION OF MAKER:

Refer to Governance and Employee Issues.

RECOMMENDATION OF THE ADMINISTRATION:

File: BDB - SCHOOL COMMITTEE OFFICERS**Duties of the Chair**

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. ~~He/she~~ **They**-will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
- ~~2. Consult with the Superintendent in the planning of the Committee's agendas.~~
- ~~3.~~**2.** Confer with the Superintendent on crucial matters that may occur between Committee meetings.
- ~~4.~~ **3.** Appoint subcommittees, **chairs, and vice-chairs of subcommittees.**
- ~~5.~~ **4.** Call special meetings of the Committee as found necessary.
- ~~6.~~**5.** Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
- ~~7.~~ **6.** Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her. **The Vice-Chair will prepare the agenda for regular meetings of the Worcester School**

Committee, in consultation with the Superintendent and the Clerk of the School Committee.

Clerk

~~The clerk will keep accurate Minutes of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings and will render such reports as may be required by the state or the city.~~

LEGAL REF.: M.G.L. [71:36](#)

Worcester City Charter Article 4 Section 4-2(B&C)

~~Note: The treasurer of the city serves as treasurer of the School Committee.~~

DRAFT

~~File: BDC – APPOINTED COMMITTEE OFFICIALS~~

~~The Superintendent shall be appointed by vote of the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.~~

~~Upon the recommendation of the Superintendent, the School Committee may also establish and appoint the positions of:~~

~~Assistant or Associate Superintendent~~

~~Business Administrator~~

~~Director of Special Education~~

~~Legal Counsel for General Purposes~~

~~Legal Counsel for Collective Bargaining~~

~~School Physician~~

~~Registered Nurse~~

~~LEGAL REF.: M.G.L. Ch. 71~~

DRAFT

File: BDE - STANDING COMMITTEES OF THE SCHOOL COMMITTEE

There shall be appointed Standing Committees of the School Committee, consisting of three members. The Chair of the School Committee appoints the chairs, vice chairs, and members of the following subcommittees for a period of two years:

~~Accountability and Student Achievement~~

Finance and Operations

Governance and Employee Issues

School and Student Performance

Teaching, Learning and Student Supports

These subcommittees are created for a specific purpose and to make recommendations for Committee action, **as follows:**

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

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

School and Student Performance: The purpose of the School and Student Performance Standing Committee is to inquire into and report on matters pertaining to: - measures of district and school-level performance and improvement - research and program evaluation - student assessment - accountability planning

Teaching, Learning and Student Supports: The Standing Committee on Teaching, Learning and Student Supports addresses topics, policies and practices related to curriculum, instruction, assessment, professional development, instructional materials, and student support services. In doing so, the Committee monitors and reviews the structures and processes integral to the delivery of the core curriculum. It focuses as well on supplemental and intervention instruction, designed to meet the academic and social-emotional needs of students as each school strives to reach the intended outcomes of college and career readiness for every student.

~~+~~The Standing Committee may make recommendations for Committee action, but it may not act for the School Committee.

~~2~~—All Standing Committees of the School Committee are subject to the provisions of the Open Meeting Law.

All reports made by Committees to the School Committee shall be presented by the Standing Committee Chair. Minority reports may be given by members of the Standing Committee as long as the issues raised were discussed in the Standing Committee.

If an item is referred to a Standing Committee and has no action for two consecutive meetings, the maker of the original item may request the item be returned to the full committee.

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

LEGAL REF.: M.G.L. [30A:18-25](#)

~~REF. Rules of the School Committee of the City of Worcester #32~~

CROSS REF.: [BEC](#), Executive Sessions

File: BEDB - AGENDA FORMAT

~~The agenda format shall be in full compliance with policy BBA-E, Paragraph 56.~~

The Vice-Chair, conferring with the Superintendent, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda, together with supporting materials, will be distributed to School Committee members the Friday prior to each meeting or for additional materials or items, 48 hours prior to the meeting, to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

File: BEDB-E - AGENDA FORMAT

At regular meetings, the following will be the customary order of business:

- ~~1. Call to order~~
- ~~2. Roll call~~
- ~~3. Approval of records~~
- ~~4. Motion for reconsideration~~
- ~~5. Immediate action~~
- ~~6. Report of the Superintendent~~
- ~~7. Communication and petition~~
- ~~8. Reports of the Standing Committees~~
- ~~9. Personnel~~
- ~~10. General business~~
- ~~11. Adjournment~~
- a. General Business items taken in Executive Session**
- b. Call to order**
- c. Pledge of Allegiance**
- d. Roll call**
- e. Consent agenda**
 - i. Approval of minutes**
 - ii. Approval of donations**
 - iii. Notification of personnel records**
 - iv. initial filing of recognitions**
 - v. notices of interest to the district or to the public**
- f. Items for reconsideration**
- g. Held Items**
- h. Recognitions**
- i. Public comment**
- j. Public petitions**

k. Report of the Superintendent

l. Report of the Standing Committee/s

m. Report of the Student Representatives/Student Advisory Committee

n. Approval of grants and other finance items

o. General business

p. Announcements

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

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File: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive Sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires ~~citizens of the District~~ **individuals** to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear ~~the wishes and ideas of the public~~ **comment**.

~~In order that all citizens who wish to be heard before the Committee have a chance and to~~ **To** ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. ~~The citizens and employees of the City shall have a reasonable opportunity to be heard~~ **At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment.** regarding any matter presently under consideration by the School Committee. **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.** It will be the responsibility of the chair, as guided by the rules established by the School Committee, to determine ~~citizen~~ **public** participation. **Such comment shall not exceed two minutes per individual.**
2. **Any member of the public may file a petition to the Committee on any matter under the Committee's purview by submitting such a petition in writing (on paper or electronically) by the Wednesday of the week prior to a regular meeting of the Committee.** All petitions ~~so filed~~ **filed by a citizen, with the School Committee** will be heard by the School Committee if requested by the petitioner. ~~That individual will be given up to five minutes to address the committee and may not make a presentation on more than one petition at any single School Committee meeting.~~ The petition, unless approved or filed, will then be referred without debate to the proper standing committee, the administration or other appropriate individual or body for investigation, recommendation or disposition ~~except for clarification, amendment, supplementation or opposition by members of the School Committee.~~ **The Clerk of the School Committee, in preparation of the school committee agenda, shall note the recommendation on the agenda.** Whenever possible, the body or the individual to whom the petition was referred will make every reasonable effort to complete its work on the petition within sixty (60) days. **When such an item appears on Standing Committee agenda, the petitioner will be invited to the meeting.**
3. **Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the**

district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.

4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct.

~~3. In those instances where the referral of a petition shall, by its referral, cause to render the petition moot, the School Committee shall allow only the primary petitioner the opportunity to address the School Committee. It shall be the duty of the chair to determine such instances subject to the challenge of the School Committee. Consistent with other School Committee rules the time for that presentation shall not exceed five (5) minutes.~~

~~Once a citizen has been given the opportunity to address the School Committee, members of the School Committee will be allowed to speak guided by the rules of the School Committee governing School Committee participation.~~

~~4. On any matter being considered for final disposition by the School Committee, any citizen shall have the opportunity to address the School Committee. Consistent with other School Committee rules the time for that presentation shall not exceed five (5) minutes. When speaking, a citizen shall address all his or her remarks to the chair. He or she shall be requested to state his or her name and residential address prior to addressing the issue under consideration.~~

~~5. On all matters appearing on the agenda of the School Committee that will be referred to a standing committee or the administration for investigation, recommendations or disposition and which will, at some subsequent time, appear on the agenda of the School Committee for final disposition, debate will be limited to members of the School Committee and the administration.~~

5. Any individual, except attorneys at law, appearing before the School Committee and claiming to represent another as agent or otherwise in the matter being heard shall file with the School Committee a written authorization signed by the individual, organization or corporation whose interests such individual represents. Said individual will be given the opportunity to address the School Committee consistent with the rules established in this section.

7. No person will be admitted within the rail in the **City Council Esther Howland** Chamber at any meeting of the School Committee, except upon permission of the Mayor or as voted by the School Committee.

~~REF: Rules of the School Committee of the Worcester School Committee~~

~~CROSS REF:~~

[BBA E, School Committee Powers and Duties](https://nam10.safelinks-protection.outlook.com/?url=https%3A%2F%2Fz2policy.etspublish.com%2Fmase%2F%23&data=04%7C01%7C%7Ce9b2db7386474e63365f08d88af3b965%7Cf1db2de6724d4df8ad1428ded3e7bf4b%7C0%7C637412126698515211%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6IjE6IjEhaWwiLCJXVCI6Mn0%3D%7C1000&data=PhP0vzvPtDFmrVmNVJoleeCNZLKITZGAXN8SGe%2F4eF8%3D&reserved=0)

Approved 12/3/2020

LEGAL REFS.: M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS

BEC, EXECUTIVE SESSIONS

BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

File: BGB - POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee **before referral to subcommittee for deliberation and adoption at first the subcommittee and the full Committee levels.**~~in the following sequence:~~

~~1. Information item—distribution with agenda~~

~~2. Discussion item—reading of the proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting~~

~~3. Action item—discussion, adoption or rejection.~~

~~Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.~~

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

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File: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, internet web forums, and internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, ~~in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic mail correspondence between and among members of the School Committee, or~~ the district shall provide district e-mail addresses **to members of the School Committee**, which are archived. **Committee members, in order to compile with the public records laws, must use these addresses in all district business. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.**

LEGAL REF.: M.G.L. [4:7](#); [30A:18-25](#), [66:10](#)

File: CA - ADMINISTRATION GOALS

~~The District employs~~ **The School Committee intends to employ** qualified personnel to administer the school system efficiently and requires the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. **In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. The Superintendent will establish channels so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.**

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to ~~his/her~~ **their** area of operation.

LEGAL REFS.: M.G.L. 71:41, 71:42

File: CB - SCHOOL SUPERINTENDENT

The Committee shall employ a Superintendent of Schools and set ~~his/her~~ **their** compensation. The Superintendent shall act in accordance with Massachusetts General Laws and shall perform such other duties consistent with this section as the Committee may determine. **They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education.**

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

File: CCB - LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. ~~But,~~ **but** all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members, at all levels, in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

File: CE - ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as ~~he/she~~**they** deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee. Authority for implementing policy remains with the Superintendent.

The membership, composition and responsibilities of administrative councils, cabinets and committees will be defined by the Superintendent and may be changed at ~~his/her~~**their** discretion. **The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.**

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

~~File: CL—ADMINISTRATIVE REPORTS~~

~~The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.~~

~~Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.~~

File: EEAJ - MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

No person shall cause, suffer, allow or permit ~~the unnecessary operation of~~ the engine of a motor vehicle **to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.**

The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Worcester Public Schools have determined that alternative locations block traffic, impair student safety or are not cost effective.

The Worcester Public Schools shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

~~while said vehicle is stopped for a foreseeable period of time in excess of five minutes. This section shall not apply to (a) vehicles being serviced, provided that operation of the engine is essential to the proper repair thereof, or (b) vehicles engaged in the delivery or acceptance of goods, wares, or merchandise for which engine assisted power is necessary and substitute alternate means cannot be made available, or (c) vehicles engaged in an operation for which the engine power is necessary for an associate power need other than movement and substitute alternate power means cannot be made available provided that such operation does not cause or contribute to a condition of air pollution. Whoever violates any provision of this section shall be punished by a fine of not more than one hundred dollars for the first offense, nor more than five hundred dollars for each succeeding offense.~~

NO IDLING

PENALTIES OF \$100 FOR FIRST OFFENSE AND \$500 FOR SECOND AND
SUBSEQUENT OFFENSES

M.G.L. C. [90, § 16A](#) AND 540 CMR 27.00

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Worcester Public Schools District and not by a school bus contractor shall,

upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. [90, § 16A](#) and 540 CMR 27.00. The prohibitions contained in M.G.L. c. [90, § 16A](#) shall be enforced by state or local law enforcement agencies.

LEGAL REF.: M.G.L. c. [71:37H](#), c. [90:16A](#) and 540 CMR 27.00

File: EFC - SCHOOL MEAL AND CHILD NUTRITION PROGRAM

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child ~~who a teacher believes is improperly nourished~~ will be denied a lunch or other meal ~~simply because proper application has not been received from his/her parents or guardians.~~

As required by state and federal regulations, the School Committee approves this policy statement pertaining to eligibility and access to the school meal programs.

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended

M.G.L. [15:1G](#); [15:1L](#); [69:1C](#); [71:72](#)

File: EFD - MEAL CHARGE POLICY

The Worcester Public Schools participates in the Community Eligibility Provision, allowing the district to serve all students breakfast and lunch at no charge to the students or to their families.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

File: GBEC - DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

~~1. Put all employees on notice, via this policy, that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace. Violations of this policy will be subject to discipline up to and including termination. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.~~

~~2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.~~

~~2-3.~~ 3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.

~~3-4.~~ 4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

~~4-5.~~ 5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.

~~5-6~~ 6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.

~~6-7.~~ 7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.: ~~The Drug Free Workplace Act of 1988~~ **41 USC 81**

CROSS REFS.: **IHAMB**, Teaching about Alcohol, Tobacco and Drugs

JICH, Drug and Alcohol Use by Students

File: GBI - STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office **or ballot initiatives** and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss **his/her** **their** campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. **Public employees are prohibited under state law from soliciting funds for political campaigns.**

Under no circumstances, will students be pressured into campaigning for any staff member.

LEGAL REF.: M.G.L. **55:11-13**; [71:44](#)

File: GCA - PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created ~~initially by the Superintendent and approved~~ by the School Committee. It is the School Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the School Committee may abolish a position it has created.

Each time a new position is established **or an existing position is modified**, the Superintendent will present for the School Committee's information a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

File: GCBB - EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the School District under individual contracts of employment. ~~Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal.~~ The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Initial contracts issued to Principals may be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

The length of second and subsequent contracts of employment for Principals shall be in accordance with state law.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee, and the directives of the Superintendent and annually must submit, with the school council, the educational goals and school improvement plan for the school building(s) under ~~his/her~~ **their** direction.

LEGAL REF: MGL [71:41](#); [71:59B](#)

CROSS REF: GCBA, Professional Staff Salary Schedules

File: GCBC - PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation. ~~Any recommendations for the creation or elimination of a position must be approved by the School Committee.~~

Assignments that are to be accorded extra compensation will be designated by the School Committee through collective bargaining when such extra compensation is articulated in the collective bargaining agreement or by the Superintendent for assignments which are not subject to the collective bargaining agreement. Appointments to these positions will be made by the Superintendent for District-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be established by the School Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF.: Collective Bargaining Agreement

File: GCIA - PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

- 1. Planned in-service programs and workshops offered within the school district from time to time; these may include participation by outside consultants.**
- 2. Membership on curriculum development committees drawing personnel from within and without the school district.**
- 3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.**

The Superintendent will have authority to approve or deny released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

File: HB - NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Massachusetts General Laws. The legal status of negotiations is defined in part by Section **21** of that chapter, as follows:

~~"shall have the right of self organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve."~~

"In the case of school employees, the municipal employer shall be represented by the school committee or its designated representative or representatives."

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

LEGAL REF.: M.G.L. [150E: 1](#) et seq.

Field Code Changed

File: HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

~~1.~~ The School Committee will appoint the negotiator and the fee or salary for his services will be established in accordance with the law at the time of appointment.

~~a.~~ The duties of the negotiator will be as follows:

~~b.~~ **a.** To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.

~~e.~~ **b.** The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.

~~d.~~ **c.** ~~He/she~~ **They** will direct accumulation of necessary data needed for negotiations, such as comparative information.

~~e.~~ **d.** ~~He/she~~ **They** will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.

~~f.~~ **e.** ~~He/she~~ **They** will make recommendations to the Committee as to acceptable agreements.

2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

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

Field Code Changed

▲ **File: IGB - SUPPORT SERVICES PROGRAMS**

The Student Services staff will work in cooperation with building staff and the administration of the District in the coordination and the supervision of the curriculum implementation of the instructional program, and support services programs to meet the needs of all students.

The ~~Deputy Superintendent~~ **Director of McKinney-Vento Services** shall be responsible for all services for students who are not eligible for special education services, such as psychological services, homebound and hospital teaching and such other programs as may be assigned.*

~~*District to reflect local configuration~~

CROSS REF.: [ACE](#), Nondiscrimination on the Basis of Handicap

~~Approved May 21, 2020~~

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File: IGA/IGD - CURRICULUM ADOPTION

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise.

The School Committee will rely on Pprofessional staff ~~will~~**-to** design and implement instructional programs and courses of study that will forward the educational goals of the school system.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

LEGAL REF.: M.G.L. [71:1](#); [69:1E](#)

Field Code Changed
Field Code Changed

File: IHBF - HOMEBOUND INSTRUCTION

The schools may furnish homebound instruction to those students ~~who are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem.~~ **who must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than 14 school days in any school year.** The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school ~~he/she/they~~ will not be at a disadvantage because of the missed school days.

To qualify for the program, the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to ~~the school principal.~~ **Director of McKinney-Vento Services.**

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. Certified teachers shall be assigned to homebound instruction by the Superintendent or designee.

LEGAL REF.: 603 CMR 28.03 (3)(c)

File: IHBG - HOME SCHOOLING

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program

Parents/guardians who choose to educate their children at home, as allowed under Massachusetts law, can fulfill the requirements of the compulsory attendance statute by ~~having their educational programs reviewed and accepted in advance by notifying~~ the Worcester Public Schools **14 days before the program is established, and resubmitting notification on an annual basis as long as the child or children are being educated in a home-based environment.** ~~Students enrolling in Homeschool for initial year must attend their assigned school until approval has been received. The notifications to homeschool (elementary and secondary versions) are available upon request from the office of the Child Study Department at (508) 799-3175. To avoid miscommunication and to ensure compliance with the home schooling approval law, parents are requested to give this notice in writing. The Worcester Public Schools shall do whatever is feasible to expedite the approval process.~~

~~Parents are expected to provide evidence of their child's home schooling program once a year.~~

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent or School Committee in deciding whether or not to approve a home education proposal may be:

- 1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.**
- 2. The competency of the parents/guardian to teach the children,**
- 3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents/guardian.**
- 4. Periodic standardized testing of the children to ensure educational progress and the attainment of minimum standards.**

Students completing high school through home schooling programs are not eligible for a Worcester Public Schools' Diploma.

A student being educated through Home Schooling may have access to public school activities of an extra-curricular nature (e.g. sports, clubs) with the approval of the Superintendent or designee.

The district reserves the right to allow enrolled students to have precedence or priority over the home schooled student with regard to placement on sports teams and activities that have limited enrollment. With approval of the Superintendent or designee, and in consultation with the principal, a home schooled student may participate in sports teams and activities that have limited enrollment provided that he or she does not displace an enrolled student. Home schooled students applying to participate in district-sponsored sports must follow athletic eligibility guidelines.

LEGAL REFS.: M.G.L. [69:1D](#); [76:1](#), Care and Protection of Charles

File: IHBC R—HOME SCHOOL PLAN PROCEDURES

I. Notice to District

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

II. Homeschooling Plan Requirements

1. The parent/guardian must provide the following information as part of the home education plan, which will be reviewed by the Superintendent's Designee:
 - i. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
 - ii. The competency of the parents/guardians to teach the children;
 - iii. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents/guardians; and
 - iv. Evidence of progress to ensure educational progress in each subject area and the attainment of minimum standards.
2. Evidence of Progress: Worcester Public Schools accepts a home education plan which includes one of the following approved methods of annual assessment of student progress:
 - i. Dated work samples
 - ii. Report cards
 - iii. Standardized assessments
 - iv. Scope and Sequence
 - v. Narrative report of progress

The District will provide the opportunity for home taught children to participate in the annual standardized achievement battery which is typically administered at various times

throughout the school year. Arrangements can be made with the Child Study Department.

III. Homeschool Plan Submission

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

IV. Homeschool Plan Review and Approval

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

school proposal fails to equal in thoroughness and efficiency, and in the progress made therein, that in the public schools of Worcester.

V. Student Progress/Assessment

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

VI. Participation in Worcester Public Schools Programs

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

~~iii. The home schooled student is subject to all High School eligibility standards as outlined in the student handbook and MIAA guidelines.~~

~~iv. The District reserves the right to allow enrolled students to have precedence or priority over the home school student with regard to placement on sports teams and activities that have limited enrollment.~~

~~**File: JHA – STUDENT ABSENCES**~~

School attendance is a priority for the Worcester Public Schools. Students who are chronically absent from school impact their own learning and the school community as a whole. Schools can take the following steps to address absenteeism:

~~**School Attendance**~~

~~Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, Worcester has an attendance policy and should make sure that parents/guardians are familiar with it.~~

~~**CRA – Child Requiring Assistance: M.G.L. Chapter 119 Section 39e**~~

~~A school can file a CRA application with the Worcester Juvenile Court if the Student is a Habitual School Truant or a Habitual School Offender. The following rules apply:~~

~~I. Habitual School Truant. Student between the ages of 6 and 18 who, without excuse, willfully fails to attend school for more than 8 days in a quarter.~~

~~a. School must document whether or not the child's family have participated in a truancy prevention program.~~

~~b. CRA will be dismissed when the child turns 16.~~

~~e. If the failure to attend school is due to a physical or mental disability rather than a willful failure to attend school, the school should not file a CRA. If the failure to attend is due to a physical or mental disability, the school should convene the student's IEP or 504 Team to discuss supports and services necessary to facilitate school attendance.~~

~~II. Habitual School Offender. Student between the ages of 6 and 18 who repeatedly fails to obey school rules.~~

~~a. School must document specific steps taken to improve the child's conduct.~~

~~b. CRA will be dismissed when the child turns 16.~~

~~e. If the failure to obey school rules is due to a physical or mental disability rather than willful disobedience, the school should not file a CRA. In such cases, the school should convene the student's Individualized Educational Plan (IEP) or 504 Team to discuss supports and services necessary to facilitate good behavior and consider a Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) as appropriate. If the student is subject to school discipline, the school should conduct a manifestation of the student's disability as appropriate.~~

~~**Home Hospital Educational Services 603 CMR 28.03(3)(c)**~~

~~State regulations provide educational services to a student who is confined to the home or hospital for medical reasons for a period of not less than fourteen school days in a school year. The intent of the regulation is to provide students receiving a publicly funded education with the opportunity to make educational progress even when a physician determines that the student is physically unable to attend school. Home/hospital educational services are not~~

~~intended to replicate the total school experience. The number of tutoring hours provided to the student will be based upon Worcester's recommendations of what is required to minimize educational loss and taking into account the medical needs of the student. The Principal and/or his designee determines the credits which will be awarded for work completed during tutoring.~~

~~If a chronic or acute medical condition that is not temporary in nature appears likely to adversely impact a student's educational progress, the Principal and/or his or her designee will initiate a referral to determine eligibility for special education or 504 services.~~

~~Worcester requires students who seek home/hospital instruction to provide the Principal with a Department of Elementary and Secondary Education Physician's Statement form (form 23R/3) that is completed and signed by the Student's attending physician. The Principal and/or his or her designee may seek parental permission to speak with the physician in order to clarify the student's medical availability to receive educational services, to gather additional information and to develop a transition plan to return the student to a school setting. Students who do not provide a fully completed and signed form will not be provided with tutoring.~~

Failure to send M.G.L. Chapter 76 Section 2

~~Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.~~

M.G.L. Chapter 119 Section 51A

~~A 51A is a report of suspected child abuse or neglect that is filed with the Department of Children and Families. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of sixteen for educational neglect if a child is not attending school on a regular basis.~~

Approved 9-6-18

File: JICFB - BULLYING PREVENTION

The Worcester ~~Public Schools~~ **School Committee** is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target which:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including but not limited to electronic mail, internet communications, instant messages or facsimile communications

Cyber-bullying shall also include the creation of ~~a web page or blog~~ **an electronic medium** in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/**guardians** and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying. Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds;
- At school bus stops

- On school buses or other vehicles owned, leased or used by the school district; or
- Through the use of technology or an electronic device owned, leased or used by the school district.

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- Create a hostile environment at school for the target
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school

Prevention and Intervention Plan

The Superintendent and/or ~~his/her~~ **their** designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within ~~his or her~~ **their** school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

The District has a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR [26:00](#)

M.G.L. [71:370](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

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

[ACAB](#), Sexual Harassment

[JIC](#), Student Discipline

[JICFA](#), Prohibition of Hazing

File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use, possession, distribution or consumption by students of alcohol, tobacco products, drugs or drug paraphernalia on school property, at any school function, or at any school sponsored event.

Additionally, any student who distributes, is in possession of, or is under the influence of drugs or alcoholic beverages [prior to or during, attendance at or participation in a school-sponsored activity] on school premises or at a school sponsored activity, ~~may~~ **will** be barred from that activity and may be subject to disciplinary action as outlined in ~~Rules 8 and 13 of the Student Handbook and state law.~~

~~Rule 8. Policy on Possession or Use of Drugs or Alcohol~~

~~a. Any student who distributes or possesses, with intent to distribute, any controlled substance as defined in MGL c. 94C, including, but not limited to, marijuana, cocaine, or heroin, on school premises or at a school sponsored activity, is subject to disciplinary action, which may include in-school suspension, short term suspension, long term suspension or expulsion imposed from the Worcester Public Schools by the school principal. This applies to drug paraphernalia such as scales, grinders, pipes, electronic smoking devices and any and all instruments used for drug products.~~

~~b. Any student who uses or possesses any controlled substance as defined in MGL c. 94C, including, but not limited to, marijuana, cocaine or heroin, or is under the influence of such a substance on school premises or at a school sponsored activity may be subject to disciplinary action, which may include in-school suspension, short term suspension, long term suspension or expulsion.~~

~~c. Possession or use of alcohol on the premises of the Worcester Public Schools is forbidden. Any student who uses or possesses alcohol on school premises, or at a school sponsored activity, or is under the influence of alcohol on school premises, or at a school sponsored situation, may be subject to disciplinary action, which may include in-school suspension, short term suspension or long term suspension imposed from the Worcester Public Schools.~~

~~d. This policy will be implemented subject to the due process provision of the Worcester Public Schools Discipline Code applicable to Regular and Special Education students. Any student charged with a violation of Rule 8 shall have the due process rights outlined in Due Process, Section III and state law.~~

~~e. In appropriate circumstances, Support and Intervention Services will be offered to students that violate the policy and are receptive to education and treatment for a substance use disorder.~~

~~f. Possession or use of drugs or controlled substances which are medically prescribed is not a violation of this policy. However, all prescribed medications will be administered to students by authorized personnel and will be kept in a secure location in accordance with district policy. Students may not possess or self-administer drugs or controlled~~

~~substances that are medically prescribed with the exception of an asthma inhaler, insulin, and/or Epi pen in accordance with district policy and protocols. The school nurse will make decisions regarding the administration of medications in accordance with state and federal laws and the input of the student's medical provider.~~

Rule 13.—Smoking and Tobacco Products

~~Smoking, possession, use, or distribution of tobacco or tobacco products, including e-cigarettes and vaping devices within school buildings, school facilities, school grounds, on school buses or at school sponsored activity by any person are prohibited. Any student who violates this rule may be subject to disciplinary action, which may include in-school suspension, short-term suspension or long-term suspension.~~

~~The school district shall utilize, in accordance with the law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.~~

~~Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.~~

~~All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of completion of the screening process.~~

Verbal Screening

- ~~The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.~~
- ~~Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.~~
- ~~All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.~~

~~This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE~~

~~LEGAL REFS.: M.G.L. [71:2A](#); [71:96](#); [71:97](#); [272:40A](#)~~

~~CROSS REFS.: [IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco~~

~~[GBEC](#), Drug Free Workplace Policy~~

File: JJE - STUDENT FUND-RAISING ACTIVITIES

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. **The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.**

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by **both** the building Principal **and the Superintendent.**

Other fundraising activities that wish to involve students in the fundraising process shall be submitted to the ~~Principal~~ **Superintendent** for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canvassing and door-to-door sales are strongly discouraged.

Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

CROSS REFS.: JP, Student Gifts and Solicitations

[KHA](#), Public Solicitations in the Schools

File: JJIF-R - ATHLETIC CONCUSSION REGULATIONS**Section I. What is a Concussion?**

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

Section II. Mechanism of Injury:

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the site of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

Section III. Signs and Symptoms:

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)

Symptoms (reported by athlete):

- Headache
- Fatigue

- Nausea or vomiting
- Double vision/ blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering
- Trouble with sleeping/ excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/ glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

Section IV. Management and Referral Guidelines:

1. When an athlete loses consciousness for any reason, the athletic trainer will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.

2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. Worsening signs and symptoms requiring immediate physician referral include:

- A. Amnesia lasting longer than 15 minutes
- B. Deterioration in neurological function
- C. Decreasing level of consciousness
- D. Decrease or irregularity of respiration
- E. Decrease or irregularity in pulse
- F. Increase in blood pressure
- G. Unequal, dilated, or unreactive pupils
- H. Cranial nerve deficits
- I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation

- K. Seizure activity
- L. Vomiting/ worsening headache
- M. Motor deficits subsequent to initial on-field assessment
- N. Sensory deficits subsequent to initial on-field assessment
- O. Balance deficits subsequent to initial on-field assessment
- P. Cranial nerve deficits subsequent to initial on-field assessment
- Q. Post-Concussion symptoms worsen
- R. Athlete is still symptomatic at the end of the game

3. After a student athlete sustains a concussion, the athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.

4. Any athlete who is symptomatic but stable is allowed to go home with their parent(s)/guardian(s) following the head injury.

- A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
- B. If the injury occurs at a game or event, the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
- C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

V. Gradual Return to Play Protocol:

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (or other approved test identified by the School District). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents/guardians and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is mandatory for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.

2. Each student athlete will complete a baseline test at the beginning of their sport season. All student athletes and club cheerleading members will undergo ImPact testing. Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be re-tested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.

A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.

B. Following any concussion the athletic trainer must notify the athletic director and school nurses.

C. Following a concussion the student athlete will take a post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC. After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for 5 days.

D. If, after the first post-injury ImPact test, the athlete is not back to their baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neuropsychologist or nurse practitioner stating when the athlete is allowed to return to play.

E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.

F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.

G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neuropsychologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for participation in the extracurricular activity.

H. Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.

I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post

Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer.

Exertional Post Concussion Tests:

- A. **Test 1:** (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. **Test 2:** (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises UE and LE, wall squats, lunges, step up/downs. More active and dynamic stretching.
- C. **Test 3:** (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zig-zags, carioca, box jumps, and hurdles).
- D. **Test 4:** (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. **Test 5:** Full contact and return to sport with monitoring of symptoms.

Section VI. School Nurse Responsibilities:

1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse leader yearly.
3. Complete symptom assessment when student athlete enters Health Office (HO) with questionable concussion during school hours. Repeat in 15 minutes.
4. Observe students with a concussion for a minimum of 30 minutes.
5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD.
 - (a) If symptoms are not present, the student may return to class.
6. If symptoms appear after a negative assessment, MD referral is necessary.
7. Allow students who are in recovery to rest in HO when needed.
8. Develop plan for students regarding pain management.
9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
10. Educate parents/guardians and teachers about the effects of concussion and returning to school and activity.
11. If injury occurs during the school day, inform administrator and complete accident/incident form.
12. Enter physical exam dates and concussion dates into the student information system.

Section VII. School Responsibilities:

1. Review and, if necessary, revise, the concussion policy every 2 years.
2. Once the school is informed of the student's concussion, a contact or "point person" should be identified (e.g. the guidance counselor, athletic director, school nurse, school psychologist or teacher).
3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.
4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents/guardians with limited English proficiency.

Section VIII. Athletic Director Responsibilities:

1. Provide parents/guardians, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any extracurricular athletic activity
4. Ensure that all students participating in extracurricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic trainer, school nurse and school physician.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic extracurricular activities.

Section IX. Parent/Guardian Responsibilities:

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and return certificate of completion to the athletic department.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:

- A. Loss of consciousness
- B. Headache
- C. Dizziness
- D. Lethargy
- E. Difficulty concentrating
- F. Balance problems
- G. Answering questions slowly
- H. Difficulty recalling events
- I. Repeating questions
- J. Irritability
- K. Sadness
- L. Emotionality
- M. Nervousness
- N. Difficulty with sleeping

6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the athletic department.

Section X. Student and Student Athlete Responsibilities:

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form prior to participation in athletics.
3. Participate in all concussion training and education and return certificate of completion to the athletic department prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. **REST.**
7. **NO ATHLETICS.**
8. **BE HONEST!**
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your classwork.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic trainer prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

Section XI. Coach & Band Instructor Responsibilities:

- 1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.**
- 2. Ensure all student athletes have completed ImPact baseline testing before participation.**
- 3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.**
- 4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.**
- 5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.**
- 6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.**
- 7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.**
- 8. Follow Gradual Return to Play Guidelines.**
- 9. Refer any student athlete with returned signs and symptoms back to athletic trainer.**
- 10. Any coach, band instructor, or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.**

Section XII. Post Concussion Syndrome:

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability

- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

Section XIII. Second Impact Syndrome:

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under their own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

Section XIV. Concussion Education:

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents/guardians, athletic trainer and other school personnel. Every year student athletes and parents/guardians will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education

within the community will offer the residents and parents/guardians of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

File: JLCB - MASSACHUSETTS SCHOOL IMMUNIZATION REQUIREMENTS

~~Students lacking proper documentation of required immunizations shall be excluded until proof of such immunization is provided (102 CMR 7.07 and 105 CMR 220.00). If a child cannot be immunized due to medical reasons (requires physician documentation yearly) or if a parent refuses to have a child immunized because of religious beliefs (requires a parent signed letter yearly), the non-immunized student will be excluded from school during outbreaks of diseases for which the student is not immunized (MGL c. 111, § 3, 6, 7, 109, 110, 112 and 105 CMR 300.00).~~

- ~~• **Lead Screening** documentation is required of all students prior to entering Pre-K and/or kindergarten (105 CMR 460).~~
- ~~• **Physicals Examination** documentation is required from students entering grades K, 4, 7 and 9, and yearly for all student athletes.~~

~~An **immunization clinic** is available for students at the Dr. James L. Garvey Parent Information Center (PIC). All state required immunizations are provided by an RN at no cost. Please refer to the WPS website for hours of operation or call the Parent Information Center at 508-799-3194.~~

~~Students registering in the district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.~~

~~SOURCE: MASC - Updated 2021~~

~~LEGAL REF.: M.G.L. 76:15~~

~~CROSS REF.: JF, School Admissions~~

File: KBE - RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

~~To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:~~

- ~~1. Consult with and encourage parents to share in school planning.~~
- ~~2. Help parents understand the educational process and their role in promoting it.~~
- ~~3. Provide for parent understanding of school operations.~~
- ~~4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.~~

To ~~accomplish the above and to~~ enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations, including Parent Teacher and/or booster organizations, at each school building. For this purpose, the Committee will officially recognize parent organizations. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: [ACA](#) - Nondiscrimination on the Basis of Sex

File: KHA - PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents/**guardians**, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools **with the following exceptions:-**

- 1. No direct solicitation of students or employees may take place without School Committee permission.**
- 2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.**

For the purposes of this policy, local PTA PTG and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

LEGAL REF.: M.G.L. [44:53A](#)

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations

[JJE](#), Student Fund-Raising Activities

[JP](#), Student Gifts and Solicitations

[KHB](#), Advertising in the Schools

~~NOTE: The cross references are to related categories in the NEPN classification system.~~

File: KI - VISITORS TO THE SCHOOLS

The School Committee welcomes parents/**guardians** and guests to visit classrooms to support, observe, and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals. These will most often be scheduled by the school or teacher for the purpose of volunteer support or for student demonstrations or exhibits.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. **Request for classroom visitations by parents/guardians will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.**
2. ~~1~~—The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. ~~2~~—For security purposes, it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. ~~3~~—Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. ~~4~~— Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: [IHBAA](#), Observations of Special Education Programs

File: LBC - RELATIONS WITH NONPUBLIC SCHOOLS**Private Schools**

In accordance with state law, the School Committee will approve a private school when it is satisfied that the instructional program of the school equals that of the town's public schools in thoroughness, efficiency, and progress made.

All of the following steps are required for approval of a private school:

- 1. The school submits a letter of application to the Superintendent of Schools.**
- 2. The school completes all items on the "Checklist for Approval of a Private School" and submits required documentation.**
- 3. The Superintendent or designee reviews the submitted materials.**
- 4. The Superintendent or designee visits the school.**
- 5. The school makes a presentation to the School Committee.**
- 6. The Superintendent makes a recommendation to the School Committee.**
- 7. The School Committee takes formal action on the recommendation.**
- 8. The school is notified of the School Committee's decision.**

The School Committee will act reasonably and in good faith to carry out its statutory approval function.

If substantial changes are made in the private school's program, the school must seek renewed approval.

The Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

LEGAL REFS.: M.G.L. [40:4E](#); [71:48](#); [71:71D](#); [71B:4](#); [74:4](#) through [74:7A](#); [76:1](#)

File: LDA - STUDENT TEACHING AND INTERNSHIPS

The Committee encourages the administration to cooperate with teacher-training institutions in the placement of student teachers in the school district. All initial arrangements with the colleges and universities will be subject to Committee approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school district will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching and internships.

The school administration will ensure there are procedures for evaluating the performance of student teachers that meet requirements of the sending institution and fit with the Committee's policies.

Proposed policy updates
August 2023

BDB: School Committee Officers

Updates language

Adds appointment of officers of subcommittees

Moves agenda preparation to vice-chair, in line with rules of Committee

Eliminates language on Clerk (not a Worcester School Committee officer)

Eliminates unnecessary note

BDC: Appointed School Officials

Eliminates unnecessary policy

BDE: Standing Committees of the School Committee

Adds introductory language

Updates standing committee list

Adds description of standing committees, as included in rules of Committee

Eliminates unnecessary reference

BEDB: Agenda format

Eliminates outdated opening reference

Updates creation of agenda in line with Committee rules

BEDB-E Agenda format

Updates agenda format in line with rules of Committee

BEDH: Public comment at School Committee meetings

Eliminates use of "citizen" throughout

Aligns language with model policy in opening

Aligns process with rules of Committee and recent civil rights determinations

Eliminates outdated process language

Updates reference to location

Eliminates outdated reference and cross reference

BGB: Policy adoption

Aligns language with actual process of Worcester School Committee

BHE: Use of electronic messaging by School Committee members

Aligns language with actual district process

CA: Administration goals

Centers Committee in opening intent, as is appropriate for policy

Adds language from model policy not appearing in original

Updates language

CB: School superintendent

Updates language

Includes language from model policy missing in original

CCB: Line and staff relations

Adds Committee in opening, as in model language

CE: Administrative councils, cabinets, and committees

Updates language

Adds language from model policy missing from original

CL: Administrative reports

Eliminates unnecessary policy

EEAJ: Motor vehicle idling on school grounds

Adds language from model policy missing from original

EFC: School meal and nutrition program

Aligns policy with district participation in USDA Community Eligibility

EFD: Meal charge policy

Adds missing policy, required by state and federal regulation, aligned with district practice

GBEC: Drug-free workplace

Updates language of federally-required policy with model policy language

Updates legal reference

GBI: Staff participation in political activities

Adds missing language from model policy

Updates language

Adds missing legal reference

GCA: Professional staff positions

Aligns language with legal authority of School Committee

GCBB: Employment of principals

Aligns language with legal authority of School Committee

Updates language

Adds cross reference

GCBC: Professional staff supplemental pay plans

Eliminates language not aligned with School Committee authority

GCIA: Philosophy of staff development

Adds missing language from model policy

HB: Negotiations legal status

Corrects quotation of relevant passage of law

HF: School Committee negotiating agents

Corrects numeration

IGB: Support services program

Updates relevant administrative position

Eliminates unnecessary note

IGA/IGD: Curriculum adoption

Adds missing policy citation
Adds missing opening language from model policy
Adds committee responsibility from model policy

IHBF: Homebound instruction

Updates language of students from model policy
Updates responsible administrator
Adds legal reference

IHBG: Home schooling

Adds missing language from model policy
Eliminates language inappropriate for policy level

IHBG-R Home school plan procedures

Eliminates procedure from policy

JHA: Student absences

Eliminates unnecessary, unaligned policy

JICFB: Bullying prevention

Updates responsibility
Updates language on technology
Adds guardian
Updates language

JICH: Alcohol, tobacco, and drug use by students prohibited

Aligns policy with model language
Eliminates citation of handbook language in policy as unnecessary and repetitive
Adds missing legal citation

JJE: Student fund-raising activities

Adds missing language from model policy

JJIF-R Athletic concussion regulations

Adds missing regulations (required by state law to be included)

JLCB: Massachusetts immunization requirements

Aligns policy with model policy language and state regulation
Adds missing legal reference and cross reference

KBE: Relations with parent/booster organizations

Eliminates misplaced language
Aligns remainder with elimination

KHA: Public solicitation in the schools

Adds guardians
Adds missing language from model policy
Eliminates unnecessary note

KI: Visitors to the schools

Adds guardians

Adds missing opening guideline from model policy

Renumbers list

LBC Relations with public schools

Eliminates unnecessary header

Adds steps of private school approval from model policy

Adds language from model policy

LDA: Student teaching internships

Adds missing policy regarding student teaching

O. General Business
Administration
(August 9, 2023)

ITEM: gb 3-202
S.C. MEETING: 8-17-23

ITEM:

To consider a wage increase for CNAs and LPNs.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains the rationale for the wage increase.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:



Administrator: Annie Azarloza
Department: Chief Academic Support Officer
Date: August 8, 2023
Item: gb 3-202, To consider a wage increase for CNAs and LPNs
Recommendation: Approve and File
Response: Rationale

The Clinical Care Program (CC) services medically complex students within our district. Certified Nursing Assistants (CNAs), Medical Assistants (MAs), and Licensed Practical Nurses (LPNs) work with these students in the life skills classroom providing medical care, so they can access their education. Currently these nursing professionals are at an all-time high demand across the medical field and the salary range for these individuals is much higher outside of the school setting. Therefore, we are seeking the School Committee's approval to increase their hourly wages in an effort to retain our current staff, to become more competitive in hiring, and to attract candidates with higher qualifications.

Some of the beneficial outcomes of increasing wages include maintaining a continuity of care for our students as there will be two trained LPNs with each student, which has helped us build relationships and trust with our families. It will allow us to provide proper education and training in the homes of these students and families. This will also provide value based care as employees are committed to their students and families saving the district money by hopefully allowing us to avoid the need to utilize outside agencies for these services. This also grants an opportunity for monthly meetings with peers and further growth within our Nursing Department. We have already watched certified nursing assistants become licensed practical nurses and licensed practical nurses become registered nurses while employed with our district.

We believe these increases will provide the opportunity for our Nursing Department to build a sense of community, remain competitive in the marketplace, and know they are a valued member of the Worcester Public Schools.

Current wages

Certified Nursing Assistants/Medical Assistants: \$27.04
Licensed Practical Nurses: \$37.86

Proposal for increased wages for current staff:

Certified Nursing Assistants/Medical Assistants: \$30
Licensed Practical Nursing: \$40

O. General Business
Administration
(August 9, 2023)

ITEM: gb 3-203
S.C. MEETING: 8-17-23

ITEM:

To announce all new administrators from the 2023-2024 school year.

PRIOR ACTION:

BACKUP:

Annex A (28 pages) contains a powerpoint of new administrators from the 2023-24 school year.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

meet
THE NEW
Leadership



WORCESTER
PUBLIC SCHOOLS



new
STAFF

Annie Azarloza, Chief Academic Support Officer

Laura Cahill, Director of Human Resources

Lisa Carignan, Principal, Columbus Park School

Shannon Conley, Director of Alternative Programs

Dr. Joyce Elia-Renaud, Principal West Tatnuck Elementary

Joe Ewick, Principal, Burncoat High School

Dr. Sam FanFan, Principal, North High School

Triada Frangou-Apostolou, Director of Human Resources

Dr. Deborah Gonzalez, Director of Family and Community Engagement

Sarah Hebert, Principal, Grafton Street School

Dr. Kimberlee Henry, Chief Equity Officer

Rich Ikonen, Director of Facilities

Noeliz Irizarry, Principal, Burncoat Middle School

Carenza Jackson, Principal, Worcester East Middle School



new
STAFF

Kaitlyn Kelley-Snow, Principal, University Park Campus School
Dr. Yeu Kue, Chief People Officer
Chris Kursonis, Administrative Director of College and Career Readiness
Dr. Sarah Kyriazis, Principal, Wawecus Road School
Erin McMahon, Principal, Lake View School
Dr. Matthew Morse, Director of School Safety
Dan O'Brien, Chief Communications Officer
Emily Plante, Principal, Burncoat Preparatory School
Lauren Racca, Principal, Quinsigamond Elementary
Dr. Ann Marie Reynolds-Lynch, Director of Nursing
Casey Starr, Director of Family and Community Engagement
Dan St. Louis, Director of Early College
Tom Toney, Director of Positive Youth Development
Greg Tremba, Principal, Forest Grove Middle School

▶ Annie Azarloza leads the Academic Supports division, which encompasses the divisions of positive youth development (restorative justice, positive behavior interventions, culture and climate, etc.), special education, social emotional learning, nursing, alternative educational programming, and family/community engagement.

▶ Annie has spent her career in urban school settings where she believes she makes a larger impact due to her own personal lived experiences. She is a child of Cuban immigrant parents to the United States who has successfully navigated through the system to achieve what she considers the “American dream.” She feels it is her obligation to be an “equity warrior” and help remove the barriers that interfere with students’ ability to find success.

▶ Annie has worked nearly two decades in education, beginning her career as a middle school history teacher in Miami in a school that was 98% Latino. Her previous roles included Director of World Languages and Director of Program Development and Evaluation. She served as Deputy Superintendent of Teaching and Learning for four years, and Interim Superintendent in 2020-21 in Norfolk County.



Annie
AZARLOZA

Chief Academic Support Officer

▶ Laura Cahill has been a part of the Worcester Public schools for 44 years as: a student, parent, K-12 visual art teacher, ed tech coach coach, ed tech assistant director and, now, a Director of Human Resources.

▶ Laura is a team-builder who enjoys working with adults just as much as she did working with students for 20 years. She loves coordinating projects, creating systems, and supporting staff with high quality professional learning. She prefers working in teams, both small and large, because she believes that the smartest person in the room *is* the room.

▶ Laura led the recent migration of the WPS student information system and will coordinate the process for Workday human resources implementation.

▶ In her spare time, Laura is a solidly mediocre knitter and travels with her two, globetrotting children every chance she gets.



Laura
CAHILL

Director of Human Resources

▶ Lisa Carignan has been a part of the Worcester Public Schools for 9 years as a teacher, FIC, acting principal, and now the principal at Columbus Park School.

▶ Lisa has been in education for 30 years. She is a passionate educator who believes every student is capable of greatness. She builds trusting relationships with staff, families, the community, and her colleagues. She is a positive leader who leads by example.

▶ Lisa received the Webster Square Business Association Outstanding Educator of the Year in 2017. Her hard work and joy for teaching and learning were recognized to receive his award.

▶ In her spare time, Lisa enjoys spending time with her family, reading, yoga, and getting to the beach when she can.



Principal, Columbus Park School

▶ In her new role as Director of Alternative Education Shannon, Shannon Conley will continue using transformative leadership to support her schools and their communities.

▶ Shannon has worked as an assistant principal at Claremont Academy and North High. Shannon then left Worcester to become a principal in another district, and returned as the principal of Lincoln Street School for two years and of Sullivan Middle for the last four years. She credits the support and mentorship of strong women leaders in WPS to foster opportunities for growth, both professionally and personally.

▶ Shannon's love of the students of Worcester Public Schools began when she was a teenager as an aide in the Fit for Life camp at Worcester East Middle. Shannon and her partner are raising four children together, all of whom proudly attend Worcester Public Schools. She is in the process of earning her dissertation in an Ed.D. program at Northeastern University.



Director of Alternative Education

▶ Kendra is thrilled to be in her new position leading a school that she loves! She went to Clark University and began her career at Claremont Academy, where she student taught, and it's safe to say that Main South has her heart.

▶ She has been an MCAS specialist, an Art and English teacher, a Focused Instructional Coach, a Lead Teacher and an Assistant Principal in various schools throughout the district. She is incredibly grateful to the leaders who have worked to shape her over the course her career and to the many students and caregivers that she has worked in service to.

▶ Kendra believes that building meaningful relationships is the key to success and is excited to continue her efforts in fostering strong relationships with Sullivan's stakeholders.



**Principal, Sullivan Middle
School**

▶ Joyce Elia-Renaud has deeply rooted ties in Worcester. She began her educational career as a high school English language learner and proudly graduated from Doherty Memorial High School.

▶ Joyce has previously served as a speech-language pathologist, evaluation team chairperson, and special education department head. Joyce was a turnaround assistant principal at Columbus Park Preparatory Academy prior to her current role as principal of West Tatnuck Elementary School.

▶ A bilingual, lifelong learner, Joyce believes that education is the key to success. She is a strong advocate for equity and opportunity, and ensures all learning environments offer every learner equitable access. Collaboratively with her team at West Tatnuck, they are building structures and systems that are high quality and data driven to ensure that students continue to thrive academically and socially.

▶ Joyce is an adjunct professor at Assumption University. In her spare time, Joyce enjoys spending time with her family, long walks on the beach, and staying active.



Joyce
ELIA-RENAUD

**Principal, West Tatnuck
Elementary**

▶ Joseph Ewick is a Worcester native and a product of the Worcester Public Schools. He began teaching in WPS more than 20 years ago and has worked as a coach, special education teacher, director of special education day schools, and assistant principal before becoming Principal of Burncoat High School.

▶ He received his Bachelor's Degree at Brandeis University, his Master's Degree in special education at Fitchburg State University and a C.A.G.S. In education (positive behavior supports) at Assumption University.

▶ Joseph is looking forward to supporting the students and staff at Burncoat High School to create the most safe, positive, and respectful environment where learning, success, and sense of belonging are the primary focus for all.



Joseph
EWICK

Principal, Burncoat High School

- ▶ Dr. Sam FanFan has been a part of the Worcester Public Schools for 7 years as a parent, elementary assistant principal, elementary principal, and now as a high school principal.
- ▶ Sam is a passionate person who enjoys building relationships with students and their families. He is an enthusiastic and resourceful person who believes in the importance of teams. He is a true collaborator and believes that supporting his staff is the best way to build a solid and enjoyable work environment.
- ▶ In his spare time, Sam enjoys playing basketball and cheering on his daughters as a dance dad.



Sam
FANFAN

Principal, North High School

▶ Triada is a first-generation American, former EL student, and the first in her family to attend university. Her formative yrs in WPS influenced her purpose to provide equitable opportunities for ALL scholars and families.

▶ Triada began her career in WPS as a LMHC in 2002. She also served as a SAC, 504 Coordinator, and SSP Facilitator. Triada led the Spec.Ed. Dept. for nearly 6 years as Assistant Director and Dept. Head of Behavioral/Clinical Services. She worked closely with scholars, caregivers, and organizations in the community to improve student outcomes.

▶ Triada's experience outside the district has included the roles of outpatient clinician specializing in CBT and Child & Family Therapy and Adjunct Psychology Professor at QCC.

▶ Triada's proudest accomplishment is raising her 2 beloved children with her supportive spouse, who is a proud WPS teacher.



Triada
FRANGOU-APOSTOLOU

Director of Human Resources

▶ Sarah Hebert is a lifelong resident of Worcester. She is a proud product of the Worcester Public Schools. She began her teaching career at Columbus Park School, 22 years ago and has served in varying capacities in WPS from classroom teacher, instructional coach, assistant, principal, and now principal. She is excited to continue the work that she started at Grafton Street five years ago.

▶ “Learners today, leaders tomorrow” is the sign adorned above the entrance to Grafton Street School. She believes that every child has the right to a high quality education. She is a supportive leader who is here to listen to the needs of students, families, and staff members.

▶ Outside of school, Sarah can be seen at the baseball field or hockey rink cheering on her boys.



Sarah
HEBERT

Principal, Grafton Street Schools

▶ Dr. Kimberlee Henry recently joined the district as the Chief Equity Officer. With more than 20 years of experience in education, Kimberlee provides vision and leadership in promoting a culture that values and supports diversity, equity, inclusion, and belonging. She guides efforts to conceptualize, define, assess, nurture and cultivate diversity, equity and inclusion as an institutional, organizational and educational priority. She has established, facilitated and/or identified appropriate training and professional development opportunities in higher education, K-12, nonprofit and other organizations.

▶ As a trained educator and organizational leader, Kimberlee is committed to providing children with a solid academic foundation, upon which they can build their future. As a woman of color, she is invested in the personal success of those who may see their challenges as insurmountable; recognizing that excellence in education opens the doors to boundless opportunity.

▶ Dr. Henry completed her Doctorate in Educational Leadership at Central Connecticut State University and both her BA in Sociology and MS. Ed with a focus on Urban Education at Simmons College.



Kimberlee
HENRY

Chief Equity Officer

▶ Carenza Jackson has worked for the Worcester Public Schools for 22 years. She began her career as an MCAS tutor at South High in 2001 and taught there for the next decade as a Mathematics teacher.

▶ Carenza has worked in various roles, including mathematics department chair, focused instructional coach, Assistant Principal and now Principal of Worcester East Middle School.

▶ Over the years, Carenza has developed strong relationships with her students, their families and various community organizations. She has maintained many of these connections and now supports many of her former students' children. Carenza truly believes that every student has the right to experience high quality teaching and learning and that every student is capable of being successful regardless of differences.



Carenza
JACKSON

**Principal, Worcester East
Middle School**

▶ Kaitlin is very excited to begin the school year as Principal of University Park Campus School, the same place where she began her career as a history teacher 15 years ago. Prior to taking over as Acting Principal in March, she served as the Focused Instructional Coach/Testing Specialist for 9 years.

▶ Kaitlin adores the UPCS community and is honored to lead the talented and dedicated staff as they continue the mission of providing a first-class education to the students of Main South. As Principal, she aims to build upon the strong culture of collaboration amongst staff, students, caregivers and community partners to ensure that ALL scholars graduate prepared to be successful in college and careers.

▶ Outside of UPCS, Kaitlin loves coaching field hockey, spending time with family/friends and being a mom to her two active young children.



Kaitlin
KELLEY SNOW

**Principal, University Park
Campus School**

▶ Yeu is a strong supporter of public education having been through the Providence Public Schools and knowing first hand the impact that great teachers have on all students. Her experience as a student has led her to a wonderful 25 years in public education serving as an EL teacher, math coach, Assistant Principal, Math Director, Principal, and now as the Chief People Officer supporting our outstanding staff to ensure all of our students have access and equity in their journey with WPS. She loves being a part of the Worcester story for the last 10 years and look forward to many more.

▶ Yeu loves to travel and has experienced the wonders of more than 40 states and looks forward to completing the map in the near future.

▶ As much as Yeu loves her work, the true love of her life are her two little boys, Alex and Wyatt, who continue to inspire her every day.



Yeu
KUE

**Chief People Officer,
Human Resources**

Chris is new to the Worcester Public Schools since March, but has been an educator in Worcester for the past 25 years. He started out as a History teacher and was also a coach for many sports with the majority of his time spent as a baseball coach.

Chris has also served as an Athletic Director and Assistant Principal and was a High School Principal for the past 17 years.

Chris has always enjoyed working with young adults and finding opportunities for them to be successful in the classroom, on the field, in the studio and in life.

Away from work, Chris enjoys golfing and spending time with his wife and 4 kids traveling to all of their events across North America.



Chris
KURSONIS

**Administrative Director of
College and Career Readiness**

▶ Dr. Sarah Kyriazis is the new Principal of Wawecus Road School while also continuing to lead the district Educational Technology Office. With more than 20 years of experience, Sarah received the MassCue Administrator of the Year recognition in 2019 for leading the Worcester Public Schools' digital transformation.

▶ Sarah strives to inspire others to be innovative and creative. She never answers with "no," but instead asks, "how can we?" She is excited about applying this mindset to co-design a future-ready school with the Wawecus community.

▶ A proud resident of Worcester, Sarah avoids housework by going to concerts with her husband, watching her two WPS MS and HS children play sports, and shuffling her two recent WPS grads from home to college and back. She will bore you with tales of her stash of unfinished craft projects and she finds joy in spending time by the ocean, exploring ancient ruins, and experimenting with new recipes.



Principal, Wawecus Road School

Erin McMahon is the Principal of the Lake View School and in her 27th year with the Worcester Public Schools – previously serving as assistant principal, focused instructional coach, teacher, and instructional aide. She is also a former WPS student.

As a leader, Erin works to engage all stakeholders in decision making. It is her belief that when decision making is shared, there is a stronger commitment to successful outcomes. Erin promotes a vibrant school that is student centered and becomes a place where the whole student can thrive.

Her investment in forging meaningful relationships and a positive school culture is evident when you walk the halls at Lake View School. Erin is the parent of four WPS students, including twin daughters and two sons, who keep Erin busy with their sports.



Erin

MCMAHON

Principal, Lake View School

▶ Matt will begin his 31st year with the Worcester Public Schools in October. In that short amount of time, Matt has worked at North, Burncoat, and most recently, Forest Grove Middle School.

▶ Matt is most appreciative of the opportunity he has had across his career of working with thousands of former students as a teacher, assistant principal, and principal. Matt thoroughly enjoys hearing stories from his former students about their work, their lives, and their success as adults.

▶ Matt can't stop going to school. In addition to masters degrees in teaching, counseling, and administration, Matt recently earned an Ed.D in Organizational Leadership from Northeastern University.

▶ Matt is a Worcester resident; a married father of four adult children, and two Labrador Retrievers who he really likes.

▶ Matt is looking forward to this new role as a way of continuing to support students and staff across the Worcester Public Schools.



Matt
MORSE

Director of School Safety

▶ Dan O'Brien began his role as the Chief Communications Officer in February. Dan has experience leading communications for the Boston Public Schools and the Minuteman Regional Vocational School District in Lexington.

▶ Dan is in the process of building the first dedicated Communications Office for Worcester Public Schools, with a priority of improving communication to families and staff, showcasing the daily successes of our students, and ensuring families of all backgrounds receive important information.

▶ Dan greatly values diversity, equity, and inclusion, and is a member of the LGBTQIA+ community. Dan is the Vice President of the New England School Public Relations Association. He lives in Worcester with his Boston Terrier, Oliver.



Chief Communications Officer

▶ Emily Plante has been part of the Worcester Public Schools for five years. She began her career as a special educator, worked as an instructional coach, and is proud to transition to her new role as principal of Burncoat Prep Elementary.

▶ Emily is a collaborator who leverages the insight, strengths, and perspectives of the team in collective work toward school and district goals.

▶ Emily is currently completing a doctoral degree at Northeastern University, where her research interest is in culturally responsive pedagogy.

▶ In her spare time, she enjoys running, reading, and being with her family.



Principal, Burncoat Elementary

Throughout her 23-year career in the Worcester Public Schools, Lauren Racca has served as an elementary school teacher, assistant principal, and currently holds the position of principal. An utmost priority for her is to foster strong connections with the entire school community, including students, families, and staff.

Recognizing the crucial role relationships play in the academic and social-emotional growth of students, Lauren emphasizes transparency, well-established routines, and effective communication. Through these efforts, she aims to equip the students at Quinsig with the necessary tools for success.

Beyond her dedication to education, Lauren finds joy in spending quality time with her three children, pursuing her doctorate in School Leadership at Endicott, and nurturing her beautiful flower gardens at home.



Lauren
RACCA

**Principal, Quinsigamond
Elementary**

▶ Ann Marie has over 25 years in nursing that include acute care, school nursing, academia and leadership. Ann Marie's interest in youth health has led her back to nursing leadership in the Worcester Public Schools. She is excited to work with WPS leadership and the nursing department to secure nursing services and collaborate on health programs that will improve health outcomes for the students.

▶ Ann Marie lives in Worcester, she completed her graduate degree at Worcester State University and Doctorate Degree at University of Massachusetts, Worcester.

▶ Ann Marie is married and has two children. When she is not working, she enjoys traveling with her family.



Ann Marie
REYNOLDS-LYNCH

Director of Nursing

▶ M. Casey Starr, Co-Director of Family & Community Engagement, comes to the district with over 15 years of experience in the Community Development Field. Casey specializes in community engagement and organizing, cross-sector partnerships, and program development and oversight.

▶ Casey is a skilled facilitator and has a track record of recruiting and retaining diverse voices at the table. Most recently, she was awarded the 2021 Woman of Consequence Award by the City of Worcester's Advisory Committee on the Status of Women. She holds both a Bachelor's Degree and a Masters Degree in Community Development & Planning from Clark University.

▶ Casey is the mother of two WPS children, and is known for being a bleeding heart for animals.



Casey
STARR

**Co-Director of Family &
Community Engagement**

▶ Dan assumed his role in the Office of College and Career Readiness in March, with the goal of expanding secondary and post-secondary opportunities for the scholars of Worcester, particularly for for from historically underserved populations.

▶ Previously, Dan had spent over 20 years at University Park Campus School, teaching English and history, and serving as principal for the last 11 of those years.

▶ In his free time, Dan plays guitar and sings in rock bands, enjoys beach vacations with his wife, Amber, and hiking the trails with Jimmy the dog.



Dan
ST. LOUIS

Director of Early College

- ▶ I have been a proud Worcester resident since 2001 and affiliated with the Worcester Public Schools since 2007. For the past five years, I have been the Principal of City View School.
- ▶ Previously, I served as Assistant Principal of Grafton Street School. Prior to my administrative experience, I worked at Forest Grove Middle School as a Focused Instructional Coach and Math Teacher.
- ▶ I am excited to be returning to Forest Grove Middle School where it truly feels like a homecoming!



Greg
TREMBA

**Principal, Forest Grove
Middle School**