



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

July 11, 2013

To: *Wachusett Regional School District Committee*

Lance Harris, Chair	Sarah LaMountain
Robert Pelczarski, Vice-chair	Matthew Lindberg
Scott Brown	James Mason
Lisa Call	Robert McCarthy
William Clute	Kenneth Mills
Thomas Curran	Tiffany Ralli
Matthew Ehrenworth	Robert Remillard
Robert Imber	Erik Scheinfeldt
Stacey Jackson	Christina Smith
Julianne Kelley	Margaret Watson
Deidre Kosky	Charles Witkes

From: Anthony A. Gasbarro, Interim Superintendent of Schools

SUBJECT: Superintendent's Report

School Committee Posting

Attached is the updated posting of School Committee and subcommittee meetings for the summer months (attachment 1). You will note that the Education Subcommittee will meet at 6:00 PM Monday, just before the regular School Committee meeting.

At the conclusion of the regular meeting on Monday evening, the School Committee will adjourn to executive session to discuss pending litigation, and contract negotiations with non-union personnel, not to return to public session.

Subcommittee Assignments

Chair Harris has updated the subcommittee assignments and I attach the latest listing for your information (attachment 2).

School Committee Email Accounts

Some members of the School Committee have switched to the wrsd.net email accounts that have been set up for all members. When you switch from your personal email address to the wrsd.net

Jefferson School

1745 Main Street, Jefferson, MA 01522
Telephone: (508) 829-1670 Facsimile: (508) 829-1680
www.wrsd.net

account, please let us know and we will update our records to reflect your electronic contact information as wrsd.net. Attached is a copy of instructions, previously provided, to help set up your account (attachment 3).

Attached is the updated School Committee roster, including the contact information for those members who have already created their wrsd.net email accounts (attachment 4).

FY14 Budget Status

On June 14, 2013 I sent correspondence to DESE Commissioner Chester, explaining that as of that date the District was without an approved budget, and seeking DESE authorization to continue operating after June 30th, based upon one-twelfth of the FY13 budget (attachment 5). The District has received such authorization (attachment 6).

We have been notified that Paxton has scheduled a Special Town Meeting for Monday, August 19th. We understand the main purpose of the meeting will be to accept the budget as is and do a few housekeeping items for the town. Since August 19th is outside the 45 day window for voting on the budget, it will automatically be accepted by Paxton. The Town of Princeton is still considering whether or not to schedule a Special Town Meeting.

Final Version of the FY14 Budget

At our June 26, 2013 meeting, I recommended and the School Committee voted to reconfigure our FY14 budget to the levels established by the Senate version of the budget. This was done by reducing the FY14 appropriation by \$1,418,872 to \$80,308,859.

Last week, we received information that the Conference Committee version of the FY14 budget had a negative impact on the final version of our budget. This impact is listed below:

<u>Reductions in revenue</u>	
Chapter 71 Transportation	(\$ 43,031)
Chapter 70 Charter Schools	(\$ 242)
School Choice	(\$ 89,595)
SUBTOTAL	(\$132,868)

This reduction in revenue can be handled by either sending new assessment letters to the five towns or by reducing the FY14 budget. I would recommend that we reduce our FY14 budget by an additional (\$132,868) and have the School Committee approve a new total appropriation of \$80,175,991.

We also will experience an increase in charges to the amounts listed below:

<u>Increases in charges</u>	
Special Education	\$ 1,022
School Choice Sending	\$63,853
Charter School Sending	\$ 33

SUBTOTAL \$64,908

I have also made the decision to restore the middle school strings program at a cost of \$39,265.

These three factors: the loss of revenue, increase charges, and the restoration of the middle school strings program, will have a total impact on the budget of (\$237,041) and requires further changes in other areas of the budget.

As of right now, our SPED tuition appropriation has a contingency of \$477,796. I would recommend that we reduce that contingency by (\$237,041) leaving us a final contingency of \$240,755. This will deal with the impact from the Conference Committee, restore the middle school strings program, and not affect the approved assessments to the five towns.

DESE Fiscal Review

On May 17, 2103 staff from the Department of Elementary and Secondary Education Audit and Compliance Unit visited the District Central Office to perform a fiscal review. This fiscal review was in conjunction with the recent Coordinated Program Review of the District's Special Education Department. The DRAFT executive summary was sent to us from DESE on June 12, 2013, and on June 17, 2013 DESE sent us the FINAL executive summary, following the very quick and timely review and response by Finance Manager Michelle White (attachments 7 & 8).

Early Retirement Incentive

We are finalizing the details of this offering with Human Resources and the WREA. I hope to have a draft form with the details in your hands for review and consideration Monday evening. School Committee approval of this proposal is on the agenda for Monday's meeting.

Welcome Kimberly Merrick

On Monday, July 15, 2013, Dr. Kimberly Merrick will begin as the District's new Administrator of Special Education. In advance of Dr. Merrick officially joining the District, the Worcester T&G published an article informing the public of this hire (attachment 9). Please join me in welcoming Dr. Merrick to WRSD.

Mountview Middle School Building Project

Project Funding Agreement

As this project moves forward, we are being asked to provide to the Massachusetts School Building Authority documents pertaining to funding this project (attachment 10). At Monday's meeting, the School Committee will be asked to authorize me, as Interim Superintendent, to execute and deliver the Project Funding Agreement (PFA) for the Mountview Middle School project. District Counsel has prepared Certification of Legal Counsel for the Wachusett Regional School District. Upon the approval of the School Committee Monday evening, three signed copies of the Project Funding Agreement, the

Certification of Legal Counsel, and the vote of the School Committee will be forwarded to MSBA, so that MSBA can execute the PFA and begin reimbursing the District, on behalf of the Town of Holden, for eligible project costs.

MSBA Funds

On the agenda for Monday's meeting, the Committee will be asked to approve the appropriation of Massachusetts School Building Authority funds in the amount of \$7,457 to the Town of Holden for reimbursement for Mountview Middle School (attachment 11).

Inter-municipal Agreement

I've attached is a copy of the fully executed Inter-municipal Agreement between the District and the Town of Holden, signed by the School Committee on June 10, 2013 and by Holden Town Manager Jacquelyn Kelly, as authorized by vote of the Holden Selectboard on June 3, 2013 (attachment 12).

Thomas Prince School Green Repair

The MSBA Project Funding Agreement for the Thomas Prince School green repair project is being amended (attachment 13). We've been notified by Princeton Town Administrator John Lebeaux that a portion of the PCB costs qualify for reimbursement.

VERY Generous Donation

The Home Depot Foundation has awarded the Wachusett Regional School District, specifically the Early Childhood Center, a \$2,000 grant for carpeting in two classrooms at ECC (attachment 14). This generous donation is the result of Member Mason's diligent and continuing appeals seeking donations of supplies and furnishings for our students and our school buildings. On behalf of the students at the ECC, *Thank you Mr. Mason!*

Revision to WRSDC By-Laws

At the July 9, 2013 meeting of the Management Subcommittee revisions to the School Committee By-Laws were proposed. Amendments are being proposed in Article 2, Section 4, Paragraph 1, and Article 3, Section 5.

As stated in Article VII, Section 1 of the By-Laws, *"These By-Laws may be amended by a vote of the majority of the Committee at any regular or special meeting, provided the text of such amendment has been given to each member at least 14 days in advance."* I have enclosed a copy of the By-Laws which include the proposed amendments (noted by strikethroughs and bold type) for your review (attachment 15). In accordance with the By-Laws, these proposed amendments cannot be acted upon until the August 12, 2013 School Committee meeting.

Superintendent Search

On July 9th the Management Subcommittee met with Glenn Koocher, Executive Director, MASC, to begin conversation and plans for the search for the next Superintendent of Schools. Mr. Koocher confirmed MASC is committed to continue working with our District during this process. At Monday's meeting, the full School Committee will be asked to approve the timeline for this search (attachment 16).

Goals & Objectives/Director of Business and Finance

Monday evening (July 8th) the Business/Finance Subcommittee met and established a set of Goals & Objectives for Director of Business and Finance Scanlon, as required by his contract. Attached for your information is a copy of these Goals & Objectives, as well as Addendum A (List of Monthly Activities) (attachment 17).

Student Representatives

Chair Harris has welcomed the two WRHS students who will serve as Student Representatives for the coming year - Nate Birnbaum of Princeton and Jon O'Brien of Holden (attachment 19). We look forward to meeting Nate and Jon when they join us at the table.

Contract Extension

For your information, enclosed is a copy of the signed contract extending my appointment as Interim Superintendent (attachment 20).

Official Representative on FLLAC Board of Directors

Following the School Committee vote on June 10th, Chair Harris notified FLLAC that I will continue to be the WRSD designee on the FLLAC Board of Directors (attachment 21).

2013 MASC/MASS Joint Conference

The annual MASC/MASS Joint Conference will be held November 6 - 9, 2013 in Hyannis and we are able, once again, to take advantage of an "end of year reduced rate" conference savings if those interested in attending this annual event are registered on or before July 15th. Enclosed is a copy of the memorandum about this offering, which you may have already received from MASC/MASS (attachment 22). If you know you are interested in attending the Joint Conference and wish to be registered early to take advantage of the savings, please let us know ASAP (by July 15th) so we may process the paperwork.

Audit Advisory Board

The Audit Advisory Board had two seats with terms that expired June 30, 2013. Chair Harris was able to make contact with Rutland AAB representative Brian Quinlivan, who has agreed to continue serving on this Board for another three year term (attachment 23). As of this writing,

Chair Harris is waiting to hear from Holden AAB representative Richard Carr to find out if he is willing to continue serving on this board or if someone else from Holden will need to be appointed (attachment 24).

Chair Harris named Member Julianne Kelley as the Chair of the Audit Advisory Board and Member Ralli as a School Committee representative.

Quarterly Report on Reimbursements

Pursuant to Policy 5273.3 Policy Relating to Personnel Management *Employee Travel for Workshops, Conferences, Visitations* and Policy 5264.1 Policy Relating to Personnel Management *Payment or Reimbursement for Meals*, attached is the Report of Employee Travel for Workshops, Conferences, Visitations for the period April, May, June 2013 (attachment 25).

Mass. General Laws

Copies of the *2013 Selected Massachusetts General Laws* have been delivered and are available for all School Committee members. The books will be available for you to pick up at Monday's meeting.

Treasurer's Update

Treasurer Dunbar has submitted the Treasurer's Updates and Cash Reconciliations for May 2013 (attachment 26).

Conflict of Interest Training

PLEASE BE REMINDED: (from my 2/22/2013 Report) *All municipal employees (including members of the School Committee) are required by law to complete the online Conflict of Interest training, and should provide evidence of completion of this online training to the Central Office for the records (attachment). We can then provide copies of the training receipts to each of the Town Clerk's offices for their records. If a new member completed this online training in 2012, they are in compliance until April of 2015; if a member completed this training in 2011, you are required to complete the online training by April. To cover all bases, it might be wise for all twenty members of the School Committee to complete the online training and to provide evidence of completion to the Central Office during the month of March. A couple of bits of advice: The online training has changed and can take up to 60 minutes to complete, once you've started the program you should plan to complete it (rather than start, stop, then start up again where you left off), and you should log on through Explorer. To date we have received completion certificates from ten School Committee members. Those who have not yet completed the online training, including new School Committee members, are asked to do so at their earliest convenience and to send the certificate of completion to my office for the records (attachment 27).*

Subcommittee Minutes

Minutes of subcommittee and ad hoc committee meetings, which have been approved by those committees, are included with this report.

- Minutes of the March 27, 2013 meeting of the Management Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the June 5, 2013 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the June 6, 2013 meeting of the Management Subcommittee (Subcommittee Minutes attachment 3)
- Minutes of the June 25, 2013 meeting of the Management Subcommittee (Subcommittee Minutes attachment 4)
- Minutes of the June 26, 2013 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 5)

Subcommittee and Ad Hoc Committee Chairs are reminded that all minutes of subcommittees/ad hoc committees, once approved by those subcommittees/ad hoc committees, should be forwarded to my office for inclusion in my reports to the School Committee.

Executive Staff Reports

Director of Operations Darryll McCall's Report to the Superintendent, dated July 10, 2013 (attachment A).

Director of Human Resources Susan Sullivan's Report to the Superintendent, dated July 11, 2013 (attachments B, B-2, B-3).

Director of Business and Finance Joseph Scanlon's to the Superintendent, dated July 10, 2013 (attachment C).

Should you have any questions, please contact me at your convenience.

cc: Executive Staff
AAG:rlp