



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

August 8, 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

Photo for *The Landmark*

The Landmark will be publishing the annual Back-to-School edition on August 22nd. Linda Lehans has asked if a photographer from *The Landmark* could snap a picture of the School Committee for inclusion in this edition of the newspaper. The photographer will be at the Media Center before the 7:00 PM meeting start time Monday evening.

School Committee Posting, Roster, and Subcommittee Assignments

Attached is the updated posting of School Committee and subcommittee meetings for the next several months (attachment 1). Also attached is the updated School Committee roster and updated subcommittee assignments, listing School Council liaisons (attachments 2 & 3).

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 account, please let us know and we will update our records to reflect your electronic contact

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information as wrsd.net. Attached is a copy of instructions, previously provided, to help set up your account (attachment 4).

Final Version of the FY14 Budget

As of this writing, we are still (until August 10th) operating on a 1/12th budget of approximately \$6.5 million per month. The School Committee approved a reconfigured budget for FY14 of \$80,308,859.00 on June 26, 2013.

The July 3, 2013 conference committee version of the budget had a negative impact on our budget. This impact is listed below:

Reductions in revenue

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 assessments letters to the five Member 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:

Increases in charges

Special Education	\$ 1,022
School Choice Sending	\$63,853
Charter School Spending	\$ 33
SUBTOTAL	\$64,908

As you were notified in my July Report, I have decided to restore the middle school strings program at a cost of \$39,265.

These three factors: the loss of revenue, increased 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.

At our meeting on Monday, I will be recommending the School Committee vote to approve the latest FY14 appropriation of \$80,175,991. The latest proposed cuts to balance the budget will be passed out at the meeting.

Early Retirement Incentive and Voluntary Furlough Program.

At its meeting on July 15, 2013 the School Committee approved these two offerings as part of our salary expense cutting efforts for the FY14 budget. Our target amount of salary expenses to

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be reduced was \$89,270.65. Members of the WREA were notified of these opportunities by their president, Bob Becker, by email, and by myself by email and telephone messaging. As of this date, two teachers have volunteered for early retirement, for a savings of approximately \$61,323.18, and a number of teachers have notified the District of voluntary furlough days for a savings of approximately \$6,239.94. The total savings when both dollar amounts are combined is approximately \$67,563.12. This puts us about (\$21,707.53) below our projections.

Race to the Top (RTTT)

We have received notification from DESE of its approval of the District's *Race to the Top* grant application for FY14, in the amount of \$40,000 (attachment 5).

Mountview Middle School Building Project

The Mountview Middle School building project is in its design and drawings stage of the project where final drawings are being developed by Lamoureux Pagano & Associates with input from various members of the Mountview Building Committee, as well as community members. Architects LPA expect to have this task 60% completed by October and 90% completed by January.

The MSBA has notified the District, and the Town of Holden, that Owner's Project Manager (OPM) Gary Kaczmarek has been approved to continue in his role through the completion of the Construction Document Phase (attachment 6). For your information, I've attached a copy of the fully executed Project funding Agreement for the Mountview Middle School Project (attachment 7).

Thomas Prince School

Also, just FYI, attached is a copy of the fully executed Project Funding Agreement Second Amendment for the TPS Green Repair Project (attachment 8).

MSBA Funds

On the agenda for Monday's meeting, the Committee will be asked to approve the appropriation of Massachusetts School Building Authority funds to the Town of Paxton (\$338,045) for reimbursement for Paxton Center School and to the Town of Rutland (\$527,990) for reimbursement for Central Tree Middle School (attachment 9)

Recent Illegal Entries at Schools

Over the last month, Chocksett Middle School in Sterling, Paxton Center School in Paxton, and Wachusett Regional High School in Holden were all broken into in three unrelated events.

In Sterling, three out-of-town youths were attending a neighborhood party, gained illegal entry into Chocksett Middle School from a rooftop door. Access to the roof appears to be from the rear of the Chocksett building. School alarms alerted the police and the students were arrested

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upon leaving the scene. Damage was minor and nothing was removed from the building. The youths were arraigned in court and given no trespassing orders and assessed light restitution charges. Principal Cipro contacted Fire Chief Hurlburt to inquire about locking the rooftop doors from inside. Chief Hurlburt indicated this was acceptable and not a code violation. The head custodian purchased locking mechanisms and installed them from inside for the three rooftop units.

In Paxton, local youths had gained entry through a loose door and gained entry to use the gym facility during early evening hours. Seventeen youths ages 15-19 were identified and given no trespass orders and it has been reported all stolen items have been returned. We will prepare a listing of costs for custodial time and damages for the Paxton Police Department to calculate restitution amounts. PPD reported that the exterior of building is dark and suggested that it should be fit up with at least motion detector lighting. I spoke with Paxton Police Chief Desrosiers and he will have a representative from the Paxton Police Department at Monday evening's meeting, to address the School Committee at the start of the meeting and provide any updates available then.

At Wachusett, three recent WRHS graduates gained entry into the building from a non-locked second floor window and gained entry into some offices and the athletic facility. They were arrested by Holden Police Department during a routine police surveillance visit on the property. Some minor damage was noted and cleaned up by school custodians. The youths were arraigned, given probation, and no trespassing orders. A cost analysis has been given from the high school via Holden Police to the courts to get restitution for damage and custodial hours, etc. The three students will report back to court on September 27, 2013.

While the three events were unrelated, they do point to the fact that there are inconsistencies in each school's ability to report illegal entry during off school hours. Chocksett has an operational signaling alarm that was turned on and called the local authorities. Paxton does not have an intrusion alarm, and WRHS's alarm system is inconsistent in its performance. A review of all school alarm systems and their use might be in order to insure against further illegal entries.

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 10).

These proposed amendments were provided to the School Committee in my July Report. In accordance with the By-Laws, these proposed amendments can be acted upon at the August 12, 2013 School Committee meeting, since the Committee was provided notification of the proposed amendments 14 days in advance of taking action. Approval of the amendments is on the agenda for Monday's meeting.

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Superintendent Search

The Management Subcommittee has been meeting and preparing to begin the search for the next Superintendent of Schools. At the July regular School Committee meeting, the Superintendent Search timeline was approved and a copy of that timeline is attached (attachment 11). As separate attachments to my Report you will find the updated Superintendent Search brochure and the updated advertisement for the Education Week publication. The full School Committee will be asked to vote acceptance of the proposed updates to these documents. Once approved, the ad can be posted and the brochure can be published. The Management Subcommittee developed a *Superintendent Screening Committee Application Form* to be posted on the District website: applications will be submitted online (attachment 12). Chair Harris has spelled out the composition of the Screening Committee, a committee made up of stakeholders that represent all five Member Towns, the School Committee, District employees, and community members (attachment 13). This Screening Committee will work with MASC to screen initial candidates, conduct initial interviews, and draft a list of final candidates for the School Committee to interview.

Student Representatives

Our two new Student Representatives, along with WRHS Assistant Principal Drew Weymouth, attended the August 5th meeting of the Management Subcommittee, to give them the opportunity to ask questions about their roles and responsibilities and to give School Committee members the chance to explain their positions as well (attachment 14). In advance of this orientation that evening, the Management Subcommittee approved amendments to the *Guidelines for Student Representatives* and *Roles and Responsibilities of the School Committee*, and the full Committee will be asked to approve the two amended documents (attachments 15 & 16). I was pleased to meet Nate Birnbaum (of Princeton) and Jon O'Brien (of Holden) at our July regular School Committee meeting and we all look forward to their contributions during the coming year.

MUNIS Training

All MUNIS training is done at the District Central Office either via Webinar or through a visit from a MUNIS Trainer. On July 23rd and 24th members of the Business Office went through a training webinar on Tyler Content Manager (TCM). This involved learning how to scan documents and attach them to records within MUNIS. A new scanner will be purchased for the Business Office. TCM will be rolled out in October when workload is slower. A MUNIS Trainer will be at the District Office on September 17th and 18th to train Joe Scanlon and Darryll McCall on MUNIS Financials. Topics covered will include Financials, General Ledger, Purchasing, Accounts Payable, Cash Management, General Revenues, Workflow and Budget Development. Training on the Employee Self-Service (ESS) module will be scheduled at a later date.

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Annual Administrative Retreat

On Thursday, August 15th, the District administrative will gather at WRHS for the annual Administrative Retreat. The focus of the Retreat will be the new evaluation process. The principals and Central Office administration will begin the day reviewing the principals' evaluation rubric. Assistant principals and other members of the administrative team will join the meeting mid-morning to continue review and discussion of the teacher evaluation rubric and implementation.

1745 Main Street, Jefferson

Our Central Office building at the Jefferson School is being repainted through the Community Outreach Program of the Worcester County House of Correction and the efforts of Sheriff Lew Evangelidis. Parents of students attending the ECC were notified by letter from its principal Patricia Ottaviano (attachment 17). Work commenced Monday, August 5th, and it is anticipated the project will be completed sometime around August 16th, weather permitting.

Paint for the project was donated by Sherwin-Williams through the hard work of School Committee member James Mason (attachment 18). The District supplied paint brushes, scrapers, ladders, and food provisions for the inmates. We thank Sheriff Lew Evangelidis, the Sherwin-Williams company, and Member Mason for their support and help in making this project possible.

Staples Gift Cards

The Early Childhood Center has also been the beneficiary of another donation, spearheaded by Member Mason and former School Committee Member Tsongalis. Principal Ottaviano has been given the two \$500 gift cards donated by Staples to purchase items for use at the ECC. Principal Ottaviano, ECC staff, and the children who attend certainly appreciate the generous "presents" they have been luck enough to receive (attachment 19).

Audit Advisory Board

There will be a joint meeting of the Business/Finance Subcommittee and the Audit Advisory Board on Wednesday, August 14th, at 7:00 PM in the Curriculum Center at the Central Office.

New Business

Member Watson has asked that the School Committee review Policy 4713.1 **Policy Relating to Budget/Finance Audit Advisory Board** (attachment 20). Upon review of the policy for completeness, relevance, and accuracy, it may be that the policy will need to be updated. The Series 4000 policies fall under the Business/Finance Subcommittee.

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Treasurer's Update

Treasurer Dunbar has submitted the Treasurer's Updates and Cash Reconciliations for June 2013 (attachment 21).

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 eleven 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 22).*

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 February 28, 2013 meeting of the Education Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the June 17, 2013 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the June 24, 2013 meeting of the Education Subcommittee (Subcommittee Minutes attachment 3)
- Minutes of the June 26, 2013 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 4)
- Minutes of the July 8, 2013 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 5)
- Minutes of the July 9, 2013 meeting of the Management Subcommittee (Subcommittee Minutes attachment 6)

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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.

Chair's Correspondence

- Correspondence from June Nunnari and family (Chair's Correspondence 1)

Intent to Retire

Director of Human Resources Susan Sullivan submitted her official notification of her intent to retire from the District effective October 1, 2013 (attachment 23). Her position has been posted in SchoolSpring and Deputy Superintendent McCall and I are reviewing the resumes. An interview team will soon be created to screen candidates and conduct preliminary interviews.

Executive Staff Reports

Deputy Superintendent Darryll McCall's Report to the Superintendent, dated August 7, 2013 (attachment A).

Director of Human Resources Susan Sullivan's Report to the Superintendent, dated August 2, 2013 (attachment B).

Director of Business and Finance Joseph Scanlon's to the Superintendent, dated August 8, 2013 (attachments C & C-2).

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

cc: Executive Staff
AAG:rlp