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

#### AGENDA #21

The School Committee will hold a virtual and/or in person meeting:

on: Thursday, July 21, 2022  
at: 4:00 p.m. Regular Session  
6:00 p.m.– Executive Session  
in: Esther Howland South Chamber, City Hall

#### ORDER OF BUSINESS

#### **A. General Business Items taken in Executive Session**

gb 2-197 – Administration  
(July 11, 2022)

To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-28.

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, Units A/B.

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, Instructional Assistants Unit.

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 – NAGE R1-156 52 Week Administrative Secretaries and Worcester School Committee, Grievance Regarding Accrual of Vacation Benefits.

#### **B. Call to Order**

**C.**

#### **D. Pledge of Allegiance**

**E.**

#### **F. Roll Call**

**G. Consent Agenda**i. Approval of Minutes

AOR 2-21 - Clerk  
(June 23, 2022)

To consider approval of the Minutes of the School Committee Meeting of Thursday, June 16, 2022.

AOR 2-22 - Clerk  
(July 5, 2022)

To consider approval of the Minutes of the School Committee Meeting of Monday, June 27, 2022.

ii. Approval of Donations

gb #2-198 - Administration  
(June 14, 2022)

To accept the following donations:

- \$5,000 to North High School from the Office of the District Attorney, Joseph D. Early, Jr to be used to assist in the purchase of fitness equipment as part of the Community Reinvestment and Crime Prevention Program.
- \$393.44 to Woodland Academy from CEC Entertainment (Chuck E. Cheese's) through fundraising efforts.
- \$2,000 to the George & Marie Maloney Scholarship Fund at Doherty Memorial High School from Dr. George E. Maloney
- \$50 to Worcester Technical High School from Charities Aid Foundation America
- \$740 to Worcester Technical High School from VHS Learning, Inc. for participation in the MA STEM AP Expansion Opportunity
- 100 casting devices to the WPS Information Technology Department from Google valued at a total of \$3,000
- \$501.67 to Belmont Street Community School from Shutterfly/Lifetouch
- \$88,845 to Worcester Technical High School from WEDF to go towards the purchase of Apple products
- \$38,495.44 from UMASS Chan Medical School to be distributed as mini grants to the following North Quadrant schools:
  - \$25,499.76 to Belmont Street Community School
  - \$1,500 to Rice Square School
  - \$1,431 to Worcester East Middle School
  - \$3,098.24 to Lake View School
  - \$6,966.44 to North High School

iii. Notification of Personnel Recordsiv. Initial filing of individual recognitionsv. Notices of interest to the district or to the public**Recommendation of Administration**

**Approve the Consent Agenda items on a roll call.**

**F. Items for Reconsideration**

**G. Held Items**

gb 2-170 - Administration  
(May 23, 2022)

To consider approval of the Job Description for a Building Substitute.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-173 - Administration  
(May 24, 2022)

To consider approval of the Job Description for an Assistant Information Technology (IT) Director.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-174 - Administration  
(May 24, 2022)

To consider approval of the Job Description for a Systems Data Specialist.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

**H. Recognitions**

**I. Public Comment**

Any member of the public may address the Committee regarding any item before them for two (2) minutes. Those speaking will state their name, their residence, and the item on which they wish to speak for the record. Those speaking may do so in person or via remote participation. Those wishing to address the Committee in a language other than English are asked to notify the Clerk of the Committee in advance, so the Committee may be provided with an interpreter. Members of the Committee may not respond to the comments of the public at the meeting.

**J. Public Petitions**

**K. Report of the Superintendent**

ROS 2-9 - Administration  
(July 13, 2022)

ENTRY PLAN UPDATE

**Recommendation of Administration**  
**Accept and file**

**L. Reports of the Standing Committees**

The Standing Committee on Teaching, Learning and Student Supports met on Wednesday, June 22, 2022 at 5:00 p.m. in Room 410 of the Durkin Administration Building.

**Recommendation of Administration**  
**Approve on a roll call**

The Standing Committee on Finance and Operations met on Monday, July 11, 2022 at 5:00 p.m. in Room 410 of the Durkin Administration Building.

**Recommendation of Administration**  
**Approve on a roll call**

**M. Student Advisory Committee item**

**N. Approval of Grants and other Finance Items**

gb 2-199 Administration  
(June 22, 2022)

To approve an increase in the IRS mileage reimbursement rate from 58.5 cents per mile to 62.5 cents per mile for all represented and non-represented employees, effective July 1, 2022.

**Recommendation of Administration**  
**Approve on a roll call.**

gb 2-200 Administration  
(June 28, 2022)

To approve the following prior fiscal year payments:

- \$3,896.20 for a contractual payment for an employee
- \$63.13 for reimbursement of mileage and tolls for a School Committee member as part of the Superintendent search process

**Recommendation of Administration**  
**Approve on a roll call.**

**O. General Business**

gb 2-18.10 - Administration/Novick/Clancey/Johnson/Kamara/Mailman  
(June 22, 2022)

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

**Recommendation of Administration**  
**Provide an update and hold for the next meeting.**

gb 2-74.1 Novick/Clancey/Johnson/Kamara/Mailman/McCullough  
(June 22, 2022)

To consider an update on the municipal broadband committee.

**Recommendation of Administration**  
**Provide update**

gb 2-201 - Mailman  
(July 11, 2022)

To review the availability of childcare for system educators in various positions and in various geographic parts of the city; one example - high school teachers at Burncoat and lack of early childcare availability in the area. Past practices?

**Recommendation of Maker**  
**Refer to the Standing Committee on Teaching, Learning and Student Supports.**

**Recommendation of Administration**  
**The Administration concurs with the maker.**

**General Business (continued)**

gb 2-202 - Mailman  
(July 11, 2022)

To facilitate with the city the removal of the city IT department from Worcester Tech to allow for expansion of Worcester Tech programming.

**Recommendation of Maker**

**Refer to the Standing Committee on Finance and Operations.**

**Recommendation of Administration**

**The Administration concurs with the maker.**

gb 2-203 - Johnson  
(July 13, 2022)

Request that the Superintendent update the School Committee on the MOU with Worcester Police Department for School Liaison Officers and provide updates at subsequent School Committee meetings to include plans for a working MOU.

**Recommendation of Maker**

**Refer to the Administration.**

**Recommendation of Administration**

**The Administration concurs with the maker.**

gb 2-204 - Johnson  
(July 13, 2022)

Request that the Superintendent provide an update on the plans to address the shortage of bus drivers to have a minimal impact on students arriving late to school.

**Recommendation of Maker**

**Refer to the Administration.**

**Recommendation of Administration**

**Accept and file.**

gb 2-205 - Johnson  
(July 13, 2022)

Request that the Administration develop a districtwide process to ensure that students are not marked tardy in the event that buses are late.

**Recommendation of Maker**

**Refer to the Administration.**

**Recommendation of Administration**

**The Administration concurs with the maker.**

**General Business (continued)**

gb 2-206 - Administration  
(July 13, 2022)

To consider and approve a proposed reorganization of Central Administration positions to include the establishment of the positions of: 1.) Deputy Superintendent, Chief Operating Officer and Chief Financial Officer; and 2.) Assistant Superintendent, Teaching and Learning; and to approve the proposed Job Descriptions for those positions.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-207 - Administration  
(July 13, 2022)

To consider appointing Brian Allen to the position of Deputy Superintendent, Chief Operating Officer and Chief Financial Officer, subject to contract negotiations.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-208 - Administration  
(July 13, 2022)

To consider appointing Marie Morse to the position of Assistant Superintendent, Teaching and Learning, subject to contract negotiations.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-209 - Administration  
(July 13, 2022)

To consider and approve the establishment of the position of Chief Community Relations Officer and to approve the proposed Job Description for the position.

**Recommendation of Administration**  
**Prerogative of the School Committee.**

gb 2-210 - Kamara  
(July 13, 2022)

To implore the administration to launch a "Positivity Campaign" during the new academic year to last all through the school year. All WPS teachers and staff to take a stance on the usage of supportive words/language to boost students' self-awareness, gift, passion, sense of self, confidence in their education and more.

**Recommendation of Maker**  
**Refer to the Administration.**

**Recommendation of Administration**  
**The Administration concurs with the maker.**

**General Business (continued)**

gb 2-211 - Kamara  
(July 13, 2022)

To receive timely reports on filed racism, sexual harassment and discrimination complaints from staff and educators in the district.

**Recommendation of Maker**  
**Refer to the Administration.**

**Recommendation of Administration**  
**The Administration concurs with the maker.**

**P. ANNOUNCEMENTS**

**Q. AJOURNMENT**

Helen A. Friel, Ed.D.  
Clerk of the School Committee

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, Worcester, MA 01609, 508-799-3020.

A. EXECUTIVE SESSION

Administration  
(July 11, 2022)

ITEM - gb 2-197  
S.C. MEETING - 7-21-22

ITEMS:

To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-28.

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, Units A/B.

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, Instructional Assistants Unit.

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 – NAGE R1-156 52 Week Administrative Secretaries and Worcester School Committee, Grievance Regarding Accrual of Vacation Benefits.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Discuss.



i. APPROVAL OF RECORDS  
Clerk  
(June 23, 2022)

ITEM - aor 2-21  
S.C. MEETING - 7-21-22

ITEM:

To consider approval of the Minutes of the School Committee Meeting of Thursday, June 16, 2022.

PRIOR ACTION:

BACKUP:

Annex A (16 pages) contains a copy of the Minutes of the School Committee Meeting of Thursday, June 16, 2022.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

The School Committee of the Worcester Public Schools met in Open Session at 4:09 p.m. in the Esther Howland Chamber at City Hall on Thursday, June 16, 2022.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough, Ms. O'Connell Novick, Mayor Petty

1 . gb 2-165.1 - Administration  
(May 23, 2022)

To consider the proposed FY23 Budget and the responses to the following motions:

- A. Request administration report on specific breakdown of the increase in account 500-91110 (administration, p. 185), Line B: teaching and learning administration, including specific position additions and specific salary increases. (**Novick**)
- B. Request administration report on unfilled positions in account 500-91111 (teaching, p. 188), Line C, specifically all mental health support positions including how many were budgeted in FY22, how many positions are currently unfilled, how many are recommended for FY23, and specific efforts that have been made to fill those positions. (**Novick**)
- C. Request administration report on how the percentage of Spanish access required for a true dual language program is being fulfilled for rising 11<sup>th</sup> graders in the district dual language program, per account 500-91111 (teaching, p. 188). (**Novick**)
- D. Request administration report on the number of kindergarten classrooms without an instructional assistant assigned full time, per account 500-91115 (Instructional Assistants, p. 195), Line C. (**Novick**)
- E. Request administration share the written agreement with the Worcester Educational Development Foundation that resulted in a \$35,000 charge against the district and a further \$35,000 budget line for FY23 in account 500130-92000 (Personal Services, p.230), Line N. (**Novick**)
- F. Request administration report on the number and location of preschool classrooms planned for next year, with a breakdown of how many of those classrooms will be full day. (**Novick**)

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- On a roll call of 7-0, the motions were approved with the exception of line C.

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- On a roll call of 6-0-0-1 (recused Member O'Connell Novick), line C was approved.

500-91119 Custodial Salaries

On a roll call of 7-0, it was moved to approve Account 500-91119 Custodial Salaries in the amount of \$8,051,779.

500-91120 Maintenance Services Salaries

On a roll call of 7-0, it was moved to approve Account 500-91120 Maintenance Services Salaries in the amount of \$2,194,745.

500-97203 Custodian Overtime

Member O'Connell Novick asked if this account reflects the understaffing of the Custodial Salaries account. Mr. Allen stated that the two accounts are looked at together when trying to balance out the year and the reason why the expenditures are higher is due to the vacancies referenced the Custodial Salaries account. He also stated that custodians have contractual language regarding how vacancies get covered within a building through overtime.

On a roll call of 7-0, it was moved to approve Account 500-97203 Custodian Overtime in the amount of \$1,300,000.

500-97204 Maintenance Services Overtime

Member O'Connell Novick asked if the district expects there to be any impact on the anticipated cost center projects funded through ESSER.

Mr. Allen stated that much of the work funded through ESSER will be for contracted services. Honeywell will be doing the work on all of the ventilation system improvements throughout the district.

On a roll call of 7-0, it was moved to approve Account 500-97204 Maintenance Services Overtime in the amount of \$100,000.

500-91110 Administration Salaries

Member Johnson asked how many of the newly allocated positions have been filled.

Superintendent Binienda read through the positions that have been filled.

Superintendent Binienda stated that the following positions have yet to be filled:

- School Turnaround Manager
- Assistant Director of Athletics
- Two Elementary Principals
- Director of Innovation Pathways

Member Johnson requested that any of the unfilled positions be held for the incoming Superintendent to fill.

Superintendent Binienda stated that she spoke with the incoming Superintendent who requested that the two elementary principal positions be filled prior to her taking over as Superintendent.

Member Clancey asked for clarification on the salary differentiation between the Assistant Manager of Curriculum and Professional Learning and the Assistant Manager of Instructional, Technical and Digital Learning.

Ms. Boulais stated that it is based on formal education and years of experience. She also stated that the positions began as non-bargaining but are now Unit B.

Member O'Connell Novick suggested that the position of Assistant Director of Athletics pay increased attention to Title IX. The reallocation of Instructional Coaches in the English Learner Department to Supervisor was done in Quarter One of last year which she felt was an avoidance of vetting by the School Committee. She questioned the salary increase awarded to the Manager of Social and Emotional Learning and the Manager of Multilingual Programs. She stated her concern regarding the contracts of Managers during the final year of an Administration.

Superintendent Binienda defended the increases by stating that the work of the EL Department has been superb and there were not enough people to do all the work previously.

Member Mailman asked if the Administration could provide a chart detailing how ESSER and SOA funds are being allocated for Teacher Salaries and Administrative Salaries.

Mr. Allen stated that the use of ESSER funds and SOA money is intended to make any new position added to the budget sustainable long term. Caps are set on the amount of ESSER funding to match the next year's anticipated SOA money.

On a roll call of 7-0, it was moved to approve Account 500-91110 Administration Salaries in the amount of \$16,173,280.

#### 500-91111 Teacher Salaries

Member O'Connell Novick stated that the initial indication to 11<sup>th</sup> grade students was there was going to be a second Spanish class in the Fall.

Superintendent Binienda stated planning has been done throughout the year and principals will continue hiring through the summer.

On a roll call of 7-0, it was moved to approve Account 500-91111 Teacher Salaries in the amount of \$203,401,816.

#### 500-91112 School Committee Salaries

On a roll call of 7-0, it was moved to approve Account 500-91112 School Committee Salaries in the amount of \$101,880.

#### 500-91114 Classroom Substitutes Salaries

Superintendent Binienda stated that there was an item that was held that addressed long term substitute salaries and that is school based not administrative based. She stressed the importance of approving that item due to the fact that the district has had a hard time hiring them. Each school, depending on its size, has two people that come in every day and use them as long term substitutes versus the \$85.00 per day stipend for day to day substitutes.

Member Mailman asked if the day by day substitute positions have been eliminated and Superintendent Binienda stated that they were.

Member McCullough asked if there is still an option for a substitute to be called upon even though a school may have a long term substitute but be in need of additional subs.

Mr. Allen explained that there is still a line item for long term substitutes in order to cover vacancies and the building subs are funded this year through ESSER, but this account is where they would reside. All secondary and large elementary schools have two long term subs every day and all other schools have one. He stated that this position was requested most by principals during the principal allocation meetings.

On a roll call of 7-0, it was moved to approve Account 500-91114 Classroom Substitutes Salaries in the amount of \$1,894,737.

#### 500-91115 Instructional Assistants Salaries

Mayor Petty asked why the total salaries for Instructional Assistants was decreased by 8% and Mr. Allen replied that positions were not reduced but rather increased because the district is using ESSER funds particularly kindergarten IAs.

Member O'Connell Novick asked if the topic of fully staffing kindergarten classes with IAs was addressed and Dr. Morse stated that it did not come up at the allocation meetings.

On a roll call of 7-0, it was moved to approve Account 500-91115 Instructional Assistants Salaries in the amount of \$12,031,054.

#### 500-91118 Supplemental Program Salaries

On a roll call of 7-0, it was moved to approve Account 500-91118 Supplemental Program Salaries in the amount of \$1,239,530.

#### 500-91121 Administrative Clerical Salaries

On a roll call of 7-0, it was moved to approve Account 500-91121 Administrative Clerical Salaries in the amount of \$3,937,942.

#### 500-91122 School Clerical Salaries

On a roll call of 7-0, it was moved to approve Account 500-91122 School Clerical Salaries in the amount of \$2,629,038.

#### 500-91123 Non-Instructional Support Salaries

Member O'Connell Novick asked if the new SIS and Workday(?) programs had enough staffing and Mr. Allen replied that in regards to the Workday program there may be the need for additional staff or reallocation of staff.

Superintendent Binienda stated that the job descriptions that were held from the last meeting are for the personnel needed to allow for the transition to be done effectively.

Member McCullough requested that the Administration provide a report on the number of Parent Liaison salaries that are funded through Title I and Mr. Allen stated that he would provide that report.

On a roll call of 7-0, it was moved to approve Account 500-91123 Non-Instructional Support Salaries in the amount of 3,736,366.

#### **540-91124 Crossing Guard Salaries**

On a roll call of 7-0, it was moved to approve Account **540-91124** Crossing Guard Salaries in the amount of \$472,626.

#### 500-91133 School Nurses Salaries

Mayor Petty asked for an update on the current nursing staff.

Superintendent Binienda stated that there was a gap at the beginning of the school year but the district was able to hire CNAs in every school. In addition, the School Based Health Centers provided support. She also stated that the district is struggling to get nurses for summer school.

Member Kamara stated that she had been told that nurses are being pulled from one school to another to cover in the case of staffing shortages. She recommended the creation of a district run health system.

On a roll call of 7-0, it was moved to approve Account 500-91133 School Nurse Salaries in the amount of \$6,901,216.

500-91134 Educational Support Salaries

Member Johnson requested that instead of hiring twelve Wraparound Coordinators (Wraps), he recommended seven and adding those positions to hire five School Adjustment Counselors (SACs) and report to the School Committee by the first quarter budget report on any transfer of funds that is needed for these positions.

Superintendent Binienda stated that the principals strongly requested more Wraps and only requested six SACs. The principals stated that they need the Wraps for parent engagement and the coordination of services.

Member O'Connell Novick questioned if Member Johnson is requesting to transfer from Account 91134 to Account 91111.

Mr. Allen stated that would normally be the case but this year they are in the ESSER account so the money would just be in the ESSER account and be reallocated.

Member Mailman asked if the incoming Superintendent will have the ability to make adjustments to the budget throughout the school year and Mayor Petty replied that if there is something that needs to be corrected, the district can make adjustments.

Member Kamara stated that SACs can provide clinical services and therapeutics whereas Wraps are not clinicians. She asked what determines the number of Wraps that a school receives and Superintendent Binienda replied that the number of SACs is based on the number of students at the school. She stated that it is important to understand that the WRAPs allow for the SACs to focus on the clinical services and not have to provide the coordination of services.

Member O'Connell Novick stated that in the FY23 budget there are thirty School Psychologist positions and only twenty-five have been filled. She requested that the position not be classified as systemwide but rather to a specific building in order to form personal relationships with the students.

Mrs. Mahoney stated that there are only three SACs that are not assigned to a building.

Member Kamara requested a list of the schools that wanted more Wraps.

Member Clancey stated that she is in agreement with the principals' requests for more Wraps and she would like to have more School Psychologists.

Member Johnson made the following motions:

Request that five Wraparound Coordinator positions be removed in favor of creating five new School Adjustment Counselor positions.

On a roll call of 3-4 (yea Johnson, Novick and Mayor Petty), the motion was defeated.

Request that a report be provided at the first quarter budget meeting regarding the reassessment of Wraps, SACs and Psychologists.

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

On a roll call of 7-0, it was moved to approve Account 500-91134 Educational Support Salaries in the amount of \$2,048,486.

500-97205 Support Overtime

On a roll call of 7-0, Account 500-97204 Support Overtime in the amount of \$200,000 was approved.

The following items were held from the meeting of June 2, 2022.

500130-92000 Personal Services

500130-96000 Personal Services

(These two items were considered together.)

Member Kamara requested a copy of the Worcester Educational Development Foundation's (WEDF) last fiscal year report. Due to Member Kamara being on the board of the WEDF, she was recused from deliberating.

Superintendent Binienda stated that the district checked on the legality of a public school system using funds to fund a non-profit and the funding set up at the Worcester Public Library.

Member O'Connell Novick asked if the Department of Elementary and Secondary Education (DESE) was contacted.

Member O'Connell Novick made the following motions:

Request that the current MOU between the WPS and the WEDF be forwarded to the incoming Superintendent.

On a roll call of 5-1-1, (nay Mayor Petty, recused Member Kamara), the motion was approved.

Request that the Chief Financial Officer contact DESE for verification that it is the appropriate use of public school dollars to fund a non-profit.

On a roll call of 5-1-1, (nay Mayor Petty, recused Member Kamara), the motion was approved.

On a roll call of 7-0, it was moved to approve Account 500130-92000 Personal Services (Non Salary) in the amount of \$1,893,279

On a roll call of 7-0, it was moved to approve Account 500130-96000 Personal Services in the amount of \$26,400.

(The following line items were taken collectively.)

#### Grant Programs

Member O'Connell Novick requested that all ESSER spending be itemized on the Finance and Operations quarterly status reports.

On a roll call of 7-0, it was moved to approve Grant Programs in the amount of \$85,705,344.

#### Child Nutrition Program

Member O'Connell Novick asked for an explanation of the nine additional positions.

Ms. Lombardi stated that the positions were to:

- provide production support
- insure unprocessed USDA commodities
- address menu gaps and
- provide culturally appropriate meals.

On a roll call of 7-0, it was moved to approve Child Nutrition Program in the amount of \$15,220,847.

#### Other Special Revenue

On a roll call of 7-0, it was moved to approve Other Special Revenue in the amount of \$4,934,373.

Mayor Petty made the following motions:

Request that the School Committee approve the FY23 General Fund Budget in the amount of **\$417,802,152**.

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

Request that the School Committee approve the FY23 Budget in the amount of **\$523,662,716**.

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

### **EXECUTIVE SESSION**

Mayor Petty stated that the School Committee would recess into Executive Session and reconvene in Open Session.

On a roll call of 7-0, it was moved to recess to Executive Session at 6:20 p.m. to discuss the following items:

gb 2-178 – Administration  
(June 9, 2022)

To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-28.

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 – NAGE R1-156, 52 Week Administrative Secretaries 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 – NAGE R1-16, Cafeteria Workers 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, Units A/B.

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, Instructional Assistants Unit.

The School Committee recessed from Executive Session at 7:25 p.m. and reconvened in Open Session at 7:30 p.m.

There were present at the second Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough, Ms. O’Connell Novick and Mayor Petty

iii. Approval of Minutes

AOR 2-20 - Clerk  
(June 9, 2022)

To consider approval of the Minutes of the School Committee Meeting of Thursday, June 2, 2022.

iv. Approval of Donation

gb #2-179 – Administration  
(June 9, 2022)

To accept a donation of \$250 for a Teacher Appreciation Luncheon at the Challenge and Reach Academy from an anonymous donor.

iii. Notification of Personnel Records

iv. Initial filing of individual recognitions

gb 2-180 McCullough  
(June 6, 2022)

To congratulate Chandler Elementary School for winning the 2022 Mini-Olympics.

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

## **Recognitions**

gb 2-159.1- - Clancey/Johnson/Kamara/Mailman/McCullough/Novick/Petty  
(June 3, 2022)

To recognize Superintendent Binienda for her years of dedicated service to the Worcester Public Schools.

Superintendent Binienda was recognized by Mayor Petty and each member of the School Committee reflected on their many memories of her.

Mayor Petty and the School Committee acknowledged the retirement of Deputy Superintendent O'Neil.

gb 2-163.1 - Administration  
(June 3, 2022)

To recognize the Science and Envirothon winners:

The School Committee and Superintendent Binienda recognized the Science Fair and Envirothon winners.

gb 2-160.1 - McCullough  
(June 3, 2022)

To recognize Lt. Col. Edward Ireland for his years of service to the Burncoat JROTC.

The School Committee and Superintendent Binienda recognized Lt. Col. Ireland for his years of service.

gb 2-161.1 - McCullough  
(June 3, 2022)

To recognize the Worcester Tech track team and head coach Gerald Snay on their State Vocational Championships.

The School Committee and Superintendent Binienda recognized the Worcester Tech track team and Coach Snay.

gb 2-181 -Mayor Petty  
(June 7, 2022)

To recognize Stacia Zoghbi for her outstanding commitment as an Ex-Officio Student Representative.

Mayor Petty presented Ms. Zoghbi with a Key to the City and Member O'Connell Novick presented her with a gift.

## **Public Comment**

Several staff members thanked the School Committee members for shadowing them during their work day.

Pursuant to Action taken in Executive Session it was moved to ratify the Memorandum of Agreement between the Worcester School Committee and NAGE R1-156, 52 Week Administrative Secretaries Unit for the period of July 1, 2021 through June 30, 2022.

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

### **Reports of the Standing Committees**

#### **The Joint Meeting of the Standing Committee on Finance and Operations and the City Council's Standing Committee on Education met at 5:09 p.m. on Monday, May 16, 2022 in the Esther Howland Chamber at City Hall.**

The City Council called to order their portion of the meeting by welcoming calls from the public.

Dr. Laurie Ross spoke to City Council item 4A regarding the School Safety Office Task Force and stated that there have been about 1,200 police check-ins since Jan. 1, 2022. There have been 390 incidents where the SLOs checked in. She stated that compared to data from September through December of 2021, the number of safety incidents are virtually the same. There were concerns that the removal of SROs would lead to more incidents and the numbers do not reflect that.

Parlee Jones, a member of the School Safety Office Task Force, requested that the WPS and WPD create their own MOU to reflect the current SLO model and suggested that it be done with input from the new Superintendent.

#### c&p #2-19 - Clerk (December 12, 2012)

To consider a communication from the City Clerk regarding the City Council's Standing Committee on Education and the School Committee's Standing Committee on Finance and Operations.

To consider meeting jointly on a regular basis throughout the year concerning issues of overlapping interest.

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

#### gb #1-343 - Administration (December 8, 2021)

To consider recommendations from the School Safety Task Force on the removal of the School Resource Officers.

Vice-chair Kamara requested that a copy of the generic MOU that was provided be forwarded to the School Committee members.

Member Mailman stated that she was under the impression that a new MOU was going to be presented a month ago.

Chair O'Connell Novick stated that the presentation that took place in December called for an interim MOU detailing the role of the SLOs in order to draft a long term MOU. She voiced her concern that there is no written policy for the rest of the school year.

Councilor Colorio stated that she has been very supportive of SROs since 2015. She asked for information on the training that police officers will receive to include equity focused practices and cultural responsiveness.

Chair Nguyen thanked the members of the Task Force and all those involved in creating the report. Chair Nguyen believes that there is no reason to rush the creation of the MOU, allowing for the community to have input as to what they want to see in the policy. Chair Nguyen would like to implement the current policy as a placeholder.

Mr. Batista stated that the Attorney General's template that was distributed contained the language for SROs and no specific language for the SLO model. In consulting with the law department, it was determined that the template needed to be completely adjusted to fit Worcester's model. He hopes to have a final MOU in place by the beginning of the school year. He will work with Dr. Ross, Dr. Monárrez, teachers, students, families and the community in the creation of the MOU.

Chair O'Connell Novick made the following motions:

Request that the Administration provide a report on the school safety data collected by the School Safety Task Force.

Request that the Administration provide a report on the community based justice practices that are currently being used in the Worcester Public Schools.

On a roll call of 3-0, the motions were approved.

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

gb #2-60 – Mailman/Kamara/McCullough (February 9, 2022)

Request that the Administration evaluate and update compensation practices whereby school committee members are compensated at 50% of city council level.

Member Mailman expressed concern about receiving only half the salary of a city councilor. She stated that she felt that the pay scale was related to the fact that there are more women associated with School Committees and therefore the compensation was less. Member Mailman also stated that timing was important as we are adding district seats to the city council and candidates should be informed of the pay practices as they make their decisions to run.

Councilor Colorio acknowledged the discrepancy in pay and stated that salaries for all public officials in Worcester are not comparable to rates in Boston or in other large cities.

Councilor Nguyen stated a desire to put forward a chairman's order to expand the item to include all elected officials.

Member Novick noted that the way the discussion is being framed is positive and will reduce barriers to people running.

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

gb #2-115 - Novick (March 31, 2022)

To request City Council ensure City Council and School Committee districts are parallel, so as to ensure public clarity.

Member Mailman indicated, that after attending meetings, she felt that city council and school districts should match each other.

Councilor Colorio stated that the city council fulfilled its obligation to create 6 new districts and two at large.

Chair O'Connell Novick proposed changing district lines. She stated that it's easier to have a single transition rather than multiple one.

Vice-chair Kamara stated that the city should take its time to make municipal politics less confusing and make elections as simple as possible. She suggested creating more diverse voting locations within ethnic communities.

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

On a roll call of 3-0, the meeting was adjourned at 6:10 p.m.

**The Standing Committee on Finance and Operations met virtually at 6:41 p.m. on Thursday, June 9, 2022 at the Durkin Administration Building in Room 410.**

gb #0-33 - Mr. Foley/Mrs. Clancey/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To include a standing item for "Transportation Update" at each Finance and Operations committee meeting with information provided regarding the problems facing student transportation and improvements experienced.

Mr. Allen provided the monthly update on the Durham school bus driver availability, bus driver hiring status, vehicle procurement and other issues pertaining to the move towards district operated transportation. He stated that June is the last month to report on the Durham driver availability. As of June 1, 2022, 22 midsize bus driver job offers have been sent to candidates, 8 candidates have gone through the driver training program and have been hired. Job offers have been sent to:

- 14 midsize bus drivers currently working for Durham School Service.
- 6 full-size bus drivers
- 23 bus monitors
- 

There are 32 drivers in training and a new nightlife class with 5 participants started on Tuesday, May 31, 2022.

The district will lease 35 full-size, 10 midsize, and 10 midsize wheelchair busses for summer school from DATTCO, Inc. Any additional buses needed in advance of the delivery of new school buses will be leased by DATTCO, Inc. The new school busses are expected to be delivered in time for the start of school and the mid-sized and wheelchair busses will be delivered by the fall.

The district's plan for a dedicated fueling location is being designed, but due to supply chain issues, it is not expected to be completed until 2023.

Chair O'Connell Novick asked for an update on the MyStop app.

Mr. Allen stated that the MyStop introductory brochure will be inserted into the envelop with the final report card. This brochure will also include the web site address and a QR code for them to download it to their phone. A link will be placed on the districts website with detailed instructions of how to download the MyStop app and how to claim your child/ren on the app.

Mr. Freeman stated the brochure was sent out for translation and is expected to be back by June 13<sup>th</sup> or 14<sup>th</sup>. He also stated that there was a job fair at the DCU Center where 14 individuals signed up for bus driver training. There will be another drivers class during the summer and the Administration is still working with MassHire to set up additional classes.

On a roll call of 2-0-1 (absent Ms. Mailman), the item was held for monthly reports.

On a roll call of 2-0-1 (absent Ms. Mailman), the meeting was adjourned at 6:54 p.m.

### **SCHOOL COMMITTEE ACTION**

On a voice vote, the School Committee approved the actions of the Standing Committees as stated.

### **Approval of Grants and other Finance Items**

(These three item were taken collectively)

gb 2-182 - Administration  
(May 27, 2022)

To approve a prior fiscal year payment in the amount of \$228.54 as a salary adjustment for an employee.

gb 2-183 - Administration  
(June 8, 2022)

To approve a prior fiscal year payment in the amount of \$1,682.28 as a salary adjustment for a 42-week School Clerical employee.

gb 2-184 - Administration  
(June 9, 2022)

To approve a prior fiscal year payment in the amount of \$2,400 to Project Lead the Way.

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

### **General Business**

gb 2-18.9 - Administration/Novick/Clancey/Johnson/Kamara/Mailman  
(June 3, 2022)

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

Superintendent Binienda provided the following update on COVID cases for June 10-June 15:

Students

41 positive

0 quarantined

68 Test and Stay

Staff

24 positive

0 quarantined

5 Test and Stay

Member Johnson asked if the district was going to be participating in the Test and Stay program when school reconvenes in the Fall and Superintendent Binienda stated that the Commissioner will be providing an update in July.

It was moved and voice voted to hold the item for the July meeting.

gb 2-186 Kamara  
(May 27, 2022)

Request that the Administration allow the Worcester Bravehearts to discuss the organization's school based opportunities that link students to reading.

On a voice vote, the item was referred to the Standing Committee on Teaching, Learning and Student Supports.

gb 2-187 Kamara  
(May 27, 2022)

To review the Job Descriptions of Wraparound Coordinators and School Adjustment Counselors, to determine whether they meet the social emotional mental health & wellness needs of students, particularly the provisions of counseling and therapeutic services being provided to students.

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

gb 2-188 Kamara  
(May 27, 2022)

To discuss the role of peer mental health supporters to target social, emotional, mental health and wellness in the district.

On a voice vote, the item was referred to the Standing Committee on Teaching, Learning and Student Supports.

(The following items were taken collectively)

gb 2-189 Administration  
(June 3, 2022)

To consider the renewal of the contract between the Worcester School Committee and the Law Offices of Sean P. Sweeney, P.C., with a proposed contract duration of September 20, 2022 through September 19, 2025.

gb #2-190 - Administration  
(June 3, 2022)

To consider the renewal of the contract between the Worcester School Committee and Murphy, Lamere & Murphy, P.C., with a proposed contract duration of July 1, 2022 through June 30, 2025.

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

Mayor Petty requested that the following item be taken out of order:

gb 2-195 Mayor Petty  
(June 9, 2022)

To consider how the School Committee will treat Juneteenth as it relates to non-represented employees.

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

gb 2-191 McCullough  
(June 6, 2022)

To work with UMass Medical School in skin cancer awareness and free sun block stations.

On a voice vote, the item was referred to the Administration and item gb 2-14 was filed.

gb 2-192 McCullough  
(June 6, 2022)

To explore utilizing retired educators to help with current hiring gaps.

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

gb 2-193 Mayor Petty  
(June 7, 2022)

To consider proposed improvements to the Foley Stadium complex.

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



gb 2-194 Novick  
(June 8, 2022)

To review and update district transportation policies (EEA, EEAE, EEAEA, EEAEAC, EEAJ) to align with the Worcester Public Schools' method of providing transportation beginning in July 2022.

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

The meeting adjourned at 8:40 p.m.

Helen A. Friel, Ed.D.  
Clerk of the School Committee

i. APPROVAL OF RECORDS  
Clerk  
(July 5, 2022)

ITEM - aor 2-22  
S.C. MEETING - 7-21-22

ITEM:

To consider approval of the Minutes of the School Committee Meeting of Monday, June 27, 2022.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains a copy of the Minutes of the School Committee Meeting of Monday, June 27, 2022.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

IN SCHOOL COMMITTEE  
Worcester, Massachusetts  
Monday, June 27, 2022  
Agenda #20

The School Committee of the Worcester Public Schools met in Open Session at 4:50 p.m. in Room 410 of the Durkin Administration Building on Monday, June 27, 2022.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough, Ms. O'Connell-Novick and Mayor Petty

It was moved to recess to Executive Session and Mayor Petty stated that the committee would reconvene in Open Session.

On a roll call of 7-0, it was moved to recess to Executive Session at 4:50 p.m. to discuss the following item:

**Executive Session**

gb 2-196 - Administration  
(June 23, 2022)

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.

The School Committee recessed from Executive Session at 5:05 p.m. and reconvened in Open Session at 5:07 p.m.

There were present at the second Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough, Ms. O'Connell Novick and Mayor Petty

**General Business**

gb 2-196 - Administration  
(June 23, 2022)

To consider approval of the collective bargaining agreement between the Worcester School Committee, EAW, Aides to the Physically Handicapped, Monitors and Drivers Unit, effective July 1, 2021 through June 30, 2023.

Pursuant to action taken in Executive Session it was moved to approve the Collective Bargaining Agreement between the Worcester School Committee and the Educational Association of Worcester, Aides to the Physically Handicapped, Monitors and Drivers Unit, effective July 1, 2021 through June 30, 2023.

On a roll call of 7-0, the Collective Bargaining Agreement was approved.

It was moved to suspend the Rules of the School Committee to reconsider the approval of the Collective Bargaining Agreement.

On a roll call of 7-0, the motion to suspend the Rules of the School Committee was approved.

On a roll call of 0-7, the motion to reconsider was defeated.

On a roll call of 7-0, the meeting was adjourned at 5:08 p.m.

Helen A. Friel, Ed.D.  
Clerk of the School Committee

ii. APPROVAL OF DONATIONS  
Administration  
(June 14, 2022)

ITEM - gb 2-198  
S.C. MEETING - 7-21-22

ITEM:

To accept the following donations:

- \$5,000 to North High School from the Office of the District Attorney, Joseph D. Early, Jr to be used to assist in the purchase of fitness equipment as part of the Community Reinvestment and Crime Prevention Program.
- \$393.44 to Woodland Academy from CEC Entertainment (Chuck E. Cheese's) through fundraising efforts.
- \$2,000 to the George & Marie Maloney Scholarship Fund at Doherty Memorial High School from Dr. George E. Maloney
- \$50 to Worcester Technical High School from Charities Aid Foundation America
- \$740 to Worcester Technical High School from VHS Learning, Inc. for participation in the MA STEM AP Expansion Opportunity
- 100 casting devices to the WPS Information Technology Department from Google valued at a total of \$3,000
- \$501.67 to Belmont Street Community School from Shutterfly/Lifetouch
- \$88,845 to Worcester Technical High School from WEDF to go towards the purchase of Apple products.
- \$38,495.44 from UMASS Chan Medical School to be distributed as mini grants to the following North Quadrant schools:
  - \$25,499.76 to Belmont Street Community School
  - \$1,500 to Rice Square School
  - \$1,431 to Worcester East Middle School
  - \$3,098.24 to Lake View School
  - \$6,966.44 to North High School

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains a copy of information for the UMASS Chad Medical School donation.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

## 2022 UMass Chan Medical School Enrichment Grants

By School	Amount
Belmont Street	\$ 25,499.76
Rice Square	\$ 1,500.00
East Middle	\$ 1,431.00
Lake View	\$ 3,098.24
North High	\$ 6,966.44
	<b>\$ 38,495.44</b>

Name	School	Project	Budget
Lauren Rock	Belmont Street	Making Scientists	\$ 1,487.00
Emily Kokansky	Belmont Street	Book Clubs for Intermediate	\$ 1,500.00
Tiana Phillips	Belmont Street	Get Pumped about Math	\$ 1,500.00
Erika Schmitt Boyle	Belmont Street	Diverse Books	\$ 1,500.00
Tiana Phillips	Belmont Street	Getting Dynamic with Dynamath!	\$ 1,307.13
Brenda McGinnos	Belmont Street	Inspirational Stories	\$ 590.95
Kara Knipe	Belmont Street	Make Math Equitable For ESL and all Learners	\$ 2,008.50
Tiana Phillips	Belmont Street	No More Summer Slide!- Kindergarten	\$ 1,167.00
Elen Moynihan	Belmont Street	Chess Club	\$ 1,359.20
Diane (Maloney) Smith	Belmont Street	City Kids Explore The Country Farm	\$ 1,720.00
Emily Kokansky	Belmont Street	Book Clubs Grade 5	\$ 1,500.00
Karen Bodamer	Belmont Street	Super Readers	\$ 455.61
Chiara Ramos	Belmont Street	Reading Exploration	\$ 1,366.24
Jocelyn Lloyd	Belmont Street	Digital Reading Resources	\$ 1,000.00
Erika Schmitt Boyle	Belmont Street	Diverse Books & Curriculum Books	\$ 1,058.56
Jennifer A. McCarthy	Belmont Street	"Getting To Know The USA"	\$ 1,399.00
Ellen Moynihan	Belmont Street	Developing Critical Thinking in Primary Grades Through the use of Concrete Geometric Shapes .	\$ 1,500.23
Erika Schmitt Boyle	Belmont Street	Curriculum Books	\$ 593.34
Kelsey Dilling	Belmont Street	Writing Instruction For All	\$ 1,200.00
Erika Schmitt Boyle	Belmont Street	iReady Reading Curriculum	\$ 1,287.00
Katherine Olney	East Middle School	Relating to Reading	\$ 1,431.00
Cheryl Perron	Lake View	Everyone BELONGS	\$ 1,498.24
Megan Brosnihan	Lake View	Interactive Display for SAIL Students	\$ 1,600.00

<b>Name</b>	<b>School</b>	<b>Project</b>	<b>Budget</b>
Isaac Honsantner	North High	Diverse and Complex Textsets for World Lit	\$ 1,000.00
Jennifer Melendez	North High	Most Improved Student Recognition Program	\$ 1,500.00
Jennier Carmona	North High	Scrubs for CNA students	\$ 1,477.44
Hannah Parlman	North High	AP Calculus Graphing Calculators	\$ 1,489.00
Maura Doyle	North High	North High Life Skills Learn to Swim Program	\$ 1,500.00
Caroline O'Neil	Rice Square	Our Learning is Sizzling-2	\$ 1,500.00
			<b>\$ 38,495.44</b>

G. ITEMS HELD  
Administration  
(May 23, 2022)

ITEM - gb 2-170  
S.C. MEETING - 7-21-22

ITEM:

To consider approval of the Job Description for a Building Substitute.

PRIOR ACTION:

6-2-22 - (Considered with gb #2-171, 2-172, 2-173 and 2-174)  
Member Novick made the following motion:  
Request that items gb 2-170 to gb 2-174 be held for the School Committee meeting in July.  
On a roll call of 7-0, the motion was approved.

BACKUP:

Annex A (1 page) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.



## **Building Substitute**

Reports to building principal

Building substitutes support the work of the building and will be given daily assignments by the building principal. The assignments will vary and can include assignments to cover any classroom or grade level at the school. The assignments can also include duties (lunch, recess, hall, dismissal, etc.) and/or covering for instructional assistants.

### **Building substitutes are expected to:**

1. Commit to remaining in the position for the complete school year
2. Commit to reporting to work on time and for complete work days
3. Commit to learning the rules and procedures of the district and the school; and, following and enforcing them
4. Work at the direction of the building principal and accept a variety of assignments
5. Interact with students, colleagues, and families in a professional and respectful manner
6. Supervise students. Enforce the school's rules including safety rules
7. Prepare for assignments by reviewing curriculum and lesson plans
8. Be communicative with supervisors and colleagues about work-related issues
9. Be able to work successfully in a fast-paced environment

Successful applicants will be expected to be on duty and ready for work 10 minutes prior to the start of the school day and remain 30 minutes after the end of the day. The start and end times for all schools can be found on the district's website (<https://worcesterschools.org/>). The school calendar can also be found on the district's website.

### **Requirements:**

1. BA degree
2. Ability to meet the district's attendance requirements
3. Experience working with school aged students
4. Ability and willingness to successfully complete a variety of school-based assignments
5. Ability and willingness to learn and enforce school and district expectations for student and staff behavior
6. Excellent communication skills
7. Commitment to adhering to a work environment that values and supports all students and families

### **Preferred:**

1. DESE license at the appropriate level
2. The ability to speak, read, and understand a second language (in addition to English)

The work year for this position is the 180 student days plus 5 professional development days to be scheduled by the district for a total of 185 days. Building substitutes are paid as follows:

Position includes access to the city's health and dental insurance as well as five (5) paid PTO days/year and ten (10) sick days per year.

G. ITEMS HELD  
Administration  
(May 24, 2022)

ITEM - gb 2-173  
S.C. MEETING - 7-21-22

ITEM:

To consider approval of the Job Description for an Assistant Information Technology (IT) Director.

PRIOR ACTION:

6-2-22 - (Considered with gb #2-170, 2-171, 2-172 and 2-174)  
Member Novick made the following motion:  
Request that items gb 2-170 to gb 2-174 be held for the School Committee meeting in July.  
On a roll call of 7-0, the motion was approved.

BACKUP:

Annex A (2 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

**SUBJECT:** Assistant Information Technology (IT) Director

**REPORTS TO:** Information Technology Officer

**ACCOUNTABILITY OBJECTIVE:**

The Assistant Information Technology Director for the Worcester Public Schools reports to the Information Technology Officer. The Assistant IT Director serves in the role to plan, lead and implement operational programs and services that support the technological operations of the district including within the areas of instructional and administrative technologies. This includes the broad areas of network infrastructure, computer and audio visual technology, and digital learning throughout our classroom and programs.

**AREAS OF RESPONSIBILITIES:**

1. Assist the Information Technology Officer with overseeing the district's network infrastructure and technology maintenance.
2. Assist the Information Technology Officer with overseeing the district's information systems and media operations.
3. Assist in planning, evaluation, and procurement of information technology purchases with the Information Technology Officer. This includes collecting needs, writing bid specifications, evaluating bids, and recommending winning bids. This requires becoming proficient in MA purchasing laws as well as City of Worcester purchasing requirements.
4. Assist the Information Technology Officer with the E-rate process, from gathering internal requirements, to seeking bids and submitting applications to USAC for approval.
5. Work collaboratively with the Information Technology Officer in managing the district's web filtering solution. This is a complex solution that requires daily monitoring of sites to be reviewed and reports to be completed.
6. Assist the Information Technology Officer with record retention and retrieval through the district's use of third party applications. This will require complex searches and the generation of output files for Freedom of Information Requests, subpoenas, or other legal matters.
7. Oversees and monitors departmental projects in collaboration with the Information Technology Officer.
8. Assist the Information Technology Officer with hiring, supervising, and evaluating IT staff.
9. Work in close collaboration with the Information Technology Officer in providing leadership, direction, and guidance to the IT staff.
10. Develop and maintain standard operating procedures for IT staff.
11. Participate in union contract negotiations. and union contract implementation.
12. Any other related duties as necessary.

**REQUIRED QUALIFICATIONS:**

1. At least two years of experience managing IT staff.
2. At least two years experience with planning, evaluation, and procurement of information technology purchases in a government setting.
3. Bachelor's degree, or equivalent work experience, in computer science or related field.
4. At least five years of working in the IT field or IS field.

5. At least two years of experience overseeing IT and/or IS projects.
6. Excellent people skills.
7. Reliable vehicle transportation, license, and clean driving record.

**PREFERRED QUALIFICATIONS:**

1. Master's degree in computer science, business administration, or related field
2. Massachusetts Chapter 30B procurement experience
3. Greater than two years managing staff
4. Greater than five years working in the IT field
5. Greater than two years of experience overseeing IT and/or IS projects
6. At least five years working in K-12 education in the IT field
7. Experience with union contract negotiations

**WORK YEAR:** Full year, 52 week

G. ITEMS HELD  
Administration  
(May 24, 2022)

ITEM - gb 2-174  
S.C. MEETING - 7-21-22

ITEM:

To consider approval of the Job Description for a Systems Data Specialist.

PRIOR ACTION:

6-2-22 - (Considered with gb #2-170, 2-171, 2-172 and 2-173)  
Member Novick made the following motion:  
Request that items gb 2-170 to gb 2-174 be held for the School Committee meeting in July.  
On a roll call of 7-0, the motion was approved.

BACKUP:

Annex A (2 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

**SUBJECT:** Systems Data Specialist

**REPORTS TO:** Senior Systems Analyst

**ACCOUNTABILITY OBJECTIVE:**

The Systems Data Specialist uses their understanding of school data and systems to assist IT/IS staff with working towards the district's strategic goals and objectives. The Systems Data Specialist assists the Senior Systems Analyst with data maintenance and reporting support through data entry, technical troubleshooting and data mining as necessary. This role serves as a Central Office resource supporting students and staff in regards to data quality, integrity and analysis.

**AREAS OF RESPONSIBILITIES:**

1. Assist the Senior Systems Analyst with third party software data integration management. This consists of making sure all data from SIS/HRIS is syncing on schedule; all systems are working properly and data is clean and accurate.
2. Participate in the coordination, preparation and submission of all required state and federal data compliance submissions. This consists of understanding reporting requirements, data relationships, as well as ensuring data integrity. All reporting is managed in a way that supports an 'auditable' process.
3. Works in close collaboration with the Senior Systems Analyst with reviewing and monitoring internal district and state data quality and error reports. This consists of troubleshooting data errors, making corrections as needed and managing deadlines. The work spans across multiple systems and departments within the school district so an understanding of the district organization structure is paramount.
4. Assist the Senior Systems Analyst with timely and accurate student and staff characteristic updates. While this work is primarily data entry, it is at the root of student and staff data reporting, which allows district staff to access student data at the state level as well as claim students for the foundation budget.
5. Assist the Senior Systems Analyst with creating and distribution of monthly internal reporting. As the new SIS and HRIS systems are implemented and established over the next few years, existing reporting will be assessed for usability and new reports will be created. The work consists of gathering requirements through asking questions to understand the need in order to provide information, not just data.
6. Maintain the IS/IT data reporting calendar in coordination with the Senior Systems Analyst. This work supports systems and staff by load balancing as well as ensuring projects and deadlines are not overwhelming resources.
7. Modify and create custom reports/queries as needed. The Systems Data Specialist will be expected to create queries in SQL or Access to support basic requests. This could include using established queries and modifying or creating new queries. The ideal candidate should be able to present the data in a way that is easy to understand and that answers the question(s) posed by the requestor.
8. Any other related duties as necessary

**REQUIRED QUALIFICATIONS:**

1. 3+ years' experience in working with data, including data entry
2. Bachelor's degree in a relevant field, or equivalent work experience
3. Working knowledge of database structures, SQL and/or Microsoft Access
4. Understanding of educational environments, including student and staff data relationships
5. Ability to work independently and creatively with little or no supervision
6. Ability to manage multiple ongoing projects and meet deadlines
7. Meticulous attention to detail and strong organization skills
8. Ability to communicate effectively with stakeholders across the district
9. Ability to establish and maintain effective working relationships

**PREFERRED QUALIFICATIONS:**

1. Advanced degree or certification in data mining, Microsoft applications and/or Google
2. SQL Server Management Studio certification
3. Infinite Campus working experience
4. WorkDay working experience
5. CLEVER working experience
6. SIMS, SCS and EPIMS data validation and certification experience
7. Database architectural and metadata understanding

**WORK YEAR:** Full year, 52 week

ITEM:

ENTRY PLAN UPDATE

PRIOR ACTION:

BACKUP:

Annex A (3 pages) contains a copy of the PowerPoint presentation.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Accept and file.



# SUPERINTENDENT'S ENTRY

## Crafting the Future Story of Worcester Public Schools

### From here, anywhere... *together*

Worcester Public Schools- *from here, anywhere*. The story of Worcester Public Schools (WPS) is rich in history, traditions and values. I am honored to serve as the new Superintendent and look forward to meeting all the individuals who make up WPS. The purpose of this entry plan is to share how I will learn about Worcester and cultivate a culture of listening, learning and communicating throughout the district. I have organized this entry plan as a narrative with chapters and themes. I will spend an extraordinary amount of time learning about the setting and history of WPS and the larger Worcester community. I want to meet all characters in the narrative, past and present, who have helped create the story of Worcester Public Schools. The final chapter will summarize findings and set the stage for a sequel, *The Future of Worcester Public Schools- From Here, Anywhere...Together*. Like any good novel there will be twists and turns, areas of suspense and surprises however, in the end greatness will prevail.



I look forward to meeting you and crafting a future story of WPS, *together*.

*Rachel H. Monárrez*

Rachel H. Monárrez, PhD  
Superintendent of Schools

### Purpose of Entry Plan

Worcester Public Schools is poised to be a local, national and global learning organization for educational excellence. This entry plan is crafted to ensure the new Superintendent, Rachel H. Monárrez, PhD, actively engages in a thoughtful, intentional, and proactive journey to lead WPS to its next level of excellence. The journey begins with understanding the organization, the people, policies, and practices that define Worcester Public Schools. Author Karin Chenoweth in her book entitled, *Districts that Succeed: Breaking the Correlation Between Race, Poverty, and Achievement* outlines five levers that yield high performing schools:

- Effective leaders
- Collaborative teachers
- Involved families
- Supportive environments
- Ambitious instruction

The chapters outlined in this plan reflect the new Superintendent's commitment to make a thoughtful, transparent, and deliberate entry into the school district, taking the necessary time to listen and learn about each one of the aforementioned levers in WPS. This entry plan is organized in chapters to provide Dr. Monárrez with a clear understanding of the story of WPS. Through the process, she will gather invaluable information, data, input, and insight into how best to strengthen and build upon current and historical success to craft a future story together.

**The Foreword:  
Power of Connections,  
Words, Images**

The theme of communication is two fold, gather or share information. Ensuring accurate information is available requires multiple modes of communicating.

**Chapter 1:  
Immersion into the  
Worcester Community**

Immersion and gatherings is the theme of this chapter. The purpose of the gathers will be to foster relationships, ensure visibility, share her educational philosophy and core values while learning about the dreams and desires of Worcester Public Schools stakeholders

**Chapter 2:  
Listening to Learn**

Listening to learn is essential to understanding WPS. The theme of this chapter is to gather focused information from internal and external stakeholders while continuing to nurture relationships and valuing traditions and successes of the past.

**Chapter 3:  
Learning in Action**

Taking time to see work in action is crucial. The theme of this chapter is to gather real-time data, learning in action, and triangulate the information collected through the structured gatherings and the document review.

**Chapter 4:  
Analysis and Sharing**

Analysis and reporting trends is the reason for the entry plan. The theme of this chapter will be an interactive process where the School Committee provides input and guidance preparing the Worcester Public Schools to refine and outline a strategic plan for the next five years.

**Chapter 5:  
Crafting the Future Story  
of WPS, Together**

The vast amount of data gathered will set the stage for next steps. The theme of this chapter will be the development of a refined strategic plan that will take WPS into the future.



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## Goals of Entry Plan

- To ensure a smooth and orderly transition of leadership and to carefully structure the transition to best support and facilitate clear understanding of the district's current state of principal leadership, collaborative teachers, supportive environments, family engagement, and ambitious instruction.
- To develop a clear, trusting, productive, collaborative relationship with the Worcester Public School Committee.
- To create opportunities for the new Superintendent to listen broadly and deeply to a multitude of stakeholders and gain a comprehensive understanding of WPS through meet and greets, listening forums, classroom/school visits and community gatherings.
- To proactively ensure that all voices, not just those who traditionally avail themselves, collaborate and engage with the school district.
- To identify and execute activities that will bring about a successful 2022-23 school year and set the stage for strategic planning that will carry WPS into the future.

## Expected Outcomes of Entry Plan

- An outline of a process for the development of a School Committee and Superintendent Governance Team Roadmap.
- Completion of visits to at least 50% of schools by November and 100% of schools by the end of the 2022-23 school year.
- Calendared meetings of 100 people within the first 100 days.
- Mid-year report of observations, themes, and priority actions for the 2022-23 school year.
- Identification of themes and priorities to guide the strategic planning effort and initiation of a collaborative strategic planning process.



A C T I O N S

The Standing Committee on Teaching, Learning and Student Supports met virtually at 5:00 p.m. on Wednesday, June 22, 2022 at the Durkin Administration Building in Room 410.

There were present: Vice-Chair Mailman, Member Kamara and Chair McCullough

Representing Administration were: Dr. O'Neil, Dr. Sippel, Superintendent Binienda and Dr. Friel

Others in Attendance: E. Kelley, J. Bersin, C. Melendez-Quintero

gb 1-53- Mr. Monfredo/Miss Biancheria/Mrs. Clancey/Ms. McCullough/Ms. Novick (February 12, 2021)

Request that the Administration collaborate with community agencies, retired teachers and other groups, to study the feasibility of establishing a summer learning program to assist K-8 students.

Dr. O'Neil stated that programs began this week and will carry on throughout the summer.

Superintendent Binienda stated that summer school programs are different than in past years with the district trying to make it like a campus. The students had choices as to which programs they wanted to get involved in. The Generation Teach program for middle and high school students is completely full.

Ms. Kelley added that summer camps will be held at Elm Park, robotics camps at the Worcester Art Museum and the Bookmobile will be available. She also stated that there are 150 to 200 students that signed up for Catapult tutoring. Another new initiative is a camp, funded with ESSER money, with the Boys and Girls Clubs.

Ms. Melendez-Quintero stated that the district has a secondary program which partners with Quinsigamond and 100 multilingual students have signed up for the program with many on the waiting list. Professors have been working with WPS to develop curriculum that focuses on college and career readiness. Another program is focused on middle school ESL tutoring in Math and Spanish and an elementary program focused on building bilingualism that is taught completely in Spanish.

Member Kamara asked for a report on the number of low income students who have registered for these programs compared to last year and also a list of the programs that were offered in past years. Ms. Kelley stated that she would provide that information.

Member Mailman asked for a list of the secondary school programs being offered this year and Dr. Sippel stated that he would provide that information.

Chair McCullough requested that the item be held for an update in September.

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

gb #1-312 - Ms. McCullough/Mrs. Clancey/Mr. Monfredo/Ms. Novick (November 9, 2021)

Request that the Administration explore utilizing virtual tutoring services for the students of the WPS.

Member Mailman asked for an update on the secondary level virtual tutoring and Dr. Sippel stated that the district is still exploring options.

Superintendent Binienda stated that the district has been utilizing in house tutors for MCAS and found that secondary students preferred the one on one that those tutors provided.

Member Kamara requested a report in November containing feedback from students and families on the successes and challenges of the summer and fall Ignite and Catapult tutoring.

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

gb 2-141 - Administration (April 11, 2022)

To consider approval of the Fundamentals of Cybersecurity course.

Mr. Weymouth stated that this course was piloted at Worcester Technical High School this year in the Computer Science and IT pathway and the district would like to mirror this course for all students to take in the secondary schools.

Member Kamara asked for an explanation of Innovation Pathways and Chair McCullough suggested that she file an item at the School Committee level.

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

gb 2-94 - Kamara/Clancey/Johnson/McCullough/Mailman (March 9, 2022)

Request that the Administration provide an update on the Worcester Public School's opt-in and opt-out options regarding the sex education curriculum and provide the full scope of program per grade level and information regarding the hiring of staff.

Mr. Bersin stated that caregivers can opt out their students out of the three hour lessons at any time and that 15.4% of students have opted out. The main challenge has been misinformation regarding the curriculum.

Chair McCullough asked if new teachers are trained on this curriculum and Mr. Bersin stated that there were five additional health teachers added in secondary schools and two were hired for grades K-3 and they all received training.

Member Kamara requested a report on the number of students that opted out per school to include feedback from students and families. Mr. Bersin stated he would provide that information.

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

gb 2-145 - Mailman (May 6, 2022)

Request that the Administration provide a report, from January to present, regarding teacher shortages to include teacher absences by school and indicate the resources utilized to cover their classroom.

Superintendent Binienda stated that the number in absences reported corresponded to spikes in COVID and the availability of having long term substitutes provided greater flexibility.

Member Kamara requested that a report be provided throughout the school year listing teacher absences by school.

Superintendent Binienda suggested that the report include the number of teachers at the schools and also include the number of students that have been vaccinated.

Member Mailman requested an update in September on the vaccination rate per school.

Chair McCullough requested that the item be held for updates in September and January.

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

On a roll call of 3-0, the meeting was adjourned at 5:52 p.m.

Helen A. Friel, Ed.D.  
Clerk of the School Committee

A C T I O N S

The Standing Committee on Finance and Operations met at 5:06 p.m. on Monday, July 11, 2022 at the Durkin Administration Building in Room 410.

There were present: Vice-Chair Kamara, Member Mailman and Chair O'Connell Novick

Representing Administration were: Mr. Allen, Mr. Freeman, Mr. Hennessey and Dr. Monárrez

Also in attendance: J. Cullen, T. Mansfield

**(The following three items were taken together)**

gb #0-33 - Mr. Foley/Mrs. Clancey/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To include a standing item for "Transportation Update" at each Finance and Operations committee meeting with information provided regarding the problems facing student transportation and improvements experienced.

gb #2-44 – Johnson/Clancey/Kamara/Mailman/McCullough/Novick (January 26, 2022)

Request that the Administration provide a pre and post Covid report regarding the timeliness and consistency of school bus routes to include:

- the number of bus drivers that are currently active and indicate how many are needed
- the number of bus drivers and monitors that are needed to be fully staffed and indicate the recruitment efforts being made and
  - indicate what Human Resources is doing to help in this regard.

gb #2-109 - Mailman (March 22, 2022)

Request that the Administration provide the following transportation updates regarding to After School and Out-of-school providers:

- restoration of pre-existing bus stops at sites for the Spring 2022
- exploration of summer bus support for summer school and
- include SY23 providers and future transportation planning

Mr. Allen provided an update on the status of the operations for district transportation. Since the transportation contract was approved by the School Committee on June 25, 2022, the district has hired nine drivers from Durham, MassHire and from other vendors. There are thirty-three drivers that have received hiring letters and four additional drivers ready to be tested next week and four in training. The district is in the process of contacting drivers that were employed by Durham last year to inquire as to their interest in working for WPS.

There are one hundred and one planned full size routes next year. At the end of the school year the number of routes was sixty-four which included the district's fourteen drivers and the number of drivers from Durham.

Contingency plans are in place for strategically doubling up routes as opposed to previous years and the level of service will be better due to the district's availability of knowing where the buses are. Communication regarding the routes will improve as well.

The current fueling at DPW on Albany Street is not a long term solution due to the number of vehicles, so the district will have its own dedicated fueling location. Based on information received last week, it could possibly be fully operational within twenty weeks.

Mr. Allen explained that he and others met with the providers in April stating that the district was back to its normal mode of transportation for students that were attending after school and out of school programs. The district will be meeting with the representatives again in late summer.

Tina Mansfield asked for an update on the MyStop app and inquired as to the potential misuse of the app and asked when the drivers be trained on the app. Mr. Allen responded that parents and students can only see their individual bus, not the whole fleet of buses. He stated that he spoke with the district's labor council and a meeting will be scheduled with EAW.

Ms. Mansfield also asked if employees are allowed to have a voice regarding the proposed policy changes.

Chair O'Connell Novick responded that the proposed changes include the removal of all references regarding contractors and content that is already contained in the Student Handbook.

John Cullen asked what the impact on athletic charters would be for the drivers. Mr. Allen stated the intent is to use the district's drivers without using contracted services.

Chair O'Connell Novick asked for an update on the coverage for summer school drivers.

Mr. Hennessey stated that the district is short on monitors but recruiting is ongoing.

On a voice vote, the items were held for updates in August.

gb 2-194 Novick June 8, 2022)

To review and update district transportation policies (EEA, EEAE, EEAEA, EEAE, EEAJ) to align with the Worcester Public Schools' method of providing transportation beginning in July 2022.



Chair O'Connell Novick stated that since the WPS is now responsible for its own transportation services, changes needed to be made to the policies because the standard policies in Massachusetts contain information regarding contracted services. She also stated that there were policies that were inserted directly from the Student Handbook and therefore needed to be amended to reflect policy only.

She also stated that the Policy Manual did not contain policy EEAG Student Transportation in Private Vehicles. She stated that the legal consequences fall on the district and the city. Therefore, she suggested that the proposed policy be forwarded to the City Solicitor for review of the language before adopting it.

Member Kamara stated that parents, students and coaches need to be made aware of the contents of policy EEAG if it is adopted.

Chair O'Connell Novick made the following motion:

Request that the proposed policies be approved with the exception of policy EEAG which will be referred to the City Solicitor for review.

On a voice vote the motion was approved.

It was moved and voice voted to adjourn the meeting at 5:57 p.m.

Helen A. Friel, Ed.D.  
Clerk of the School Committee

N. APPROVAL OF GRANTS and OTHER FINANCE ITEMS  
Administration  
(June 22, 2022)

ITEM - gb 2-199  
S.C. MEETING - 7-21-22

ITEM:

To approve an increase in the IRS mileage reimbursement rate from 58.5 cents per mile to 62.5 cents per mile for all represented and non-represented employees, effective July 1, 2022.

PRIOR ACTION:

BACKUP: \_

Annex A (1 page) contains a copy of information regarding the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.



# IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in [Announcement 2022-13 PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in [Notice 2022-03 PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

## Mileage Rate Changes

Purpose	Rates 1/1 through 6/30/2022	Rates 7/1 through 12/31/2022
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

Page Last Reviewed or Updated: 13-Jun-2022

ITEM:

To approve the following prior fiscal year payments:

- \$3,896.20 for a contractual payment for an employee
- \$63.13 for reimbursement of mileage and tolls for a School Committee member as part of the Superintendent search process

PRIOR ACTION:

BACKUP:

A custodian was a temporary fill-in junior custodian at New Citizens Center starting 1/13/21. He should have received grade 1 pay for filling in but was paid at the junior custodian hourly rate.

Mileage and toll reimbursement for a School Committee Member was received after the deadline for FY22 payments.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

O. GENERAL BUSINESS  
Administration/Novick/Clancey/  
Johnson/Kamara/Mailman  
(July 5, 2022)

CURRENT ITEM - gb 2-18.10  
S.C. MEETING - 7-21-22

1ST ITEM	gb 2-18	S.C.MTG. 1-20-22
2ND ITEM	gb 2-18.1	S.C.MTG. 2-3-22
3RD ITEM	gb 2-18.2	S.C.MTG. 2-17-22
4 TH ITEM	gb 2-18.3	S.C.MTG. 3-3-22
5 <sup>th</sup> ITEM	gb 2-18.4	S.C. MTG. 3-17-22
6 <sup>th</sup> ITEM	gb 2-18.5	S.C. MTG. 4-7-22
7 <sup>th</sup> ITEM	gb 2-18.6	S.C.MTG. 5-5-22
8 <sup>th</sup> ITEM	gb 2-18.7	S.C.MTG. 5-19-22
9 <sup>TH</sup> Item	gb 2-18.8	S.C.MTG. 6-2-22
10 <sup>th</sup> Item	gb 2-18.9	S.C.MTG. 6-16-22
11 <sup>th</sup> ITEM	gb 2-18.10	S.C.MTG. 7-21-22

ITEM:

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

ORIGINAL ITEM: Ms. Novick/Ms. Clancey/Mr. Johnson/Ms. Kamara/  
Ms. Mailman (January 12, 2022)

Request administration update the community on the Worcester Public Schools and COVID.

PRIOR ACTION:

1-20-22 - Superintendent Binienda provided the updated COVID results as follows:  
Week of January 14-January 20

Students

-936 positive cases

-36 quarantined

Staff

-142 positive cases

-1 quarantined

Test and Stay cases:

Students

-922

Staff

-42

Ms. Novick asked that the Administration continue to enforce mask wearing especially for staff.

She also asked the Administration to contact Honeywell in order to provide a report on the feasibility of moving the portable filters into cafeterias that do not currently run them.

On a roll call of 7-0, the item was held for an update at each meeting.

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Provide an update and hold for the next meeting.

PRIOR ACTION (continued)

2-3-22 - School Committee Member Novick asked if the Administration is planning for another vaccination clinic and urged it to communicate on a regular basis with families regarding the importance of vaccinations. She also asked if the Administration had heard from Honeywell regarding relocation of the portable ventilation units to cafeterias.

Mr. Allen stated that Honeywell had supported the use of the portable units in the cafeterias.

Superintendent Binienda stated that she would provide more information regarding vaccine clinics at the next School Committee meeting.

Superintendent Binienda provided the updated COVID results as follows:

Week of January 28-February 3

Students

-243 positive cases

-20 quarantined

Staff

-48 positive cases

-0 quarantined

Test and Stay cases:

Students

-290

Staff

-25

School Committee Member McCullough made the following motion:

Request that the Administration consider lifting the spectator restrictions at student sport events by Wednesday, February 9, 2022, pending the City Manager's decision.

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

Hold for the next meeting.

2-17-22 - Superintendent Binienda provided an update on the COVID cases for February 11-17:

Students 68 positive

Staff 19 positive

Test and Stay 62 positive students and 5 positive staff

74% of staff are vaccinated

19% of students are vaccinated (two shots)

16,983 students have received one shot

**(continued on Page 3)**

PRIOR ACTION (continued)

- 2-17-22 - School Committee Member Mailman stated that she reviewed the data on the state website for the MIIS (Massachusetts Immunization Information System) which indicated that 5-11 year olds were 38.9% vaccinated and 12-15 year olds were 72% vaccinated. She requested that the Superintendent's weekly email update should also contain vaccine updates for students and staff.  
School Committee Member Kamara requested that the update include graphs indicating the numbers by positive cases and vaccinations broken down by quadrants.  
Hold for updates at the next meeting.
- 3-3-22 - Superintendent Binienda provided the updated COVID results as follows:  
Week of February 18 through March 3  
Students  
-36 positive cases  
-0 quarantined  
Staff  
-10 positive cases  
-0 quarantined  
Test and Stay cases:  
Students  
-24  
Staff  
-4  
Superintendent Binienda stated that she would provide more information regarding vaccine clinics at the next School Committee meeting.  
School Committee Member Mailman asked if there were any updates on the number of vaccinations.  
Superintendent Binienda stated that she would be forwarding them to the School Committee members on Friday, March 4, 2022.  
Vice-Chair Johnson asked if the vaccination numbers had changed.  
Superintendent Binienda stated that the numbers come from the Department of Public Health who are the ones who provide the vaccination shots.  
School Committee Member Kamara requested that the Administration invite Dr. Castiel to a School Committee Meeting to provide an updated report regarding vaccination clinics, the number of people who have received vaccinations and indicate what has been done throughout the city.  
On a roll call of 6-0-1 (absent Ms. Novick), the item was held for the next meeting. **(continued on Page 4)**

## PRIOR ACTION (continued)

- 3-17-22 - Superintendent Binienda provided the COVID-19 numbers for the week of March 3 through March 11.
- Students  
 13 positive  
 0 quarantined  
 22 Test and Stay
- Staff  
 6 positive  
 0 quarantined  
 0 Test and Stay
- Member O'Connell-Novick asked for the districtwide vaccination numbers. Superintendent Binienda reported the following DPH numbers from March 7, 2022:  
 Of the 23,829 WPS students, 2,722 have received one dose, 8,238 have received 2 doses and 815 have received a booster (3 doses). The number of students in compliance is 9,049 or 37.97 percent. The total number of students who have received at least one dose is 11, 860 or 49 percent.
- Superintendent Binienda stated that the district is partnering with UMASS and DPH to provide vaccination clinics for staff and students. She also stated that DESE provided extra test kits and that 19,100 tests were received last week and another 56,000 are expected within the next few days.
- It was moved and voice voted to hold the item for updates at the next meeting.
- 4-7-22 - Superintendent Binienda provided the COVID-19 numbers for the week of April 1 through April 7.
- Students  
 33 positive  
 1 quarantined  
 115 Test and Stay
- Staff  
 24 positive  
 0 quarantined  
 13 Test and Stay
- Mayor Petty asked if the number of cases per school could be provided to the parents.
- Superintendent Binienda stated that she discussed this with the health professionals who have suggested that that information not be published. Member Novick asked that the data on the website be updated weekly and inquired as to whether or not there are elevated levels of absences among students and staff.
- Superintendent Binienda stated that there is a slightly elevated level of absences due to a stomach flu occurring in the schools.
- On a roll call of 7-0, the item was held for updates at the next meeting.



## PRIOR ACTION (continued)

5-5-22 - Superintendent Binienda provided the COVID-19 numbers for the week of April 29 through May 5th.

Students

131 positive

0 quarantined

304 Test and Stay

Staff

60 positive

0 quarantined

22 Test and Stay

She stated that the Commissioner of Education extended the Test and Stay until the end of the school year due to the increases in COVID cases. She also stated that the City Manager will be releasing a statement on May 15<sup>th</sup> regarding requirements for staff regarding the vaccinations and testing.

Ms. Novick stated that she would like her colleagues to remember that they are their own independent bargaining units when it comes to dealing with vaccinations and the staff. The City Manager sets policy for the City side not for the school side. She asked for an update on the vaccinations of students and staff.

Superintendent Binienda stated that the regular vaccinations for students are almost all up to date. A ConnectEd message will be sent out regarding the second set of COVID shots for students and staff.

The City has been running vaccination clinics and she will get the data from them to provide to the School Committee at a later date.

On a roll call of 7-0, the item was held for updates at the next meeting.

5-19-22 - Superintendent Binienda provided the COVID-19 numbers for the week of May 13 through May 19.

Students

252 positive (1 quarantined), 449 Test and Stay

Staff

84 positive, 45 Test and Stay

Superintendent Binienda strongly recommended that students and staff wear masks and encouraged vaccinations and boosters.

The update on vaccinations is as follows:

First Dose 1,929 (8.1%)

Second Dose 8,469 (35.55%)

Booster (6.74%)

Totally Compliant (at least one dose) 50.37 %

The information will be posted on the WPS website.

On a voice vote, the item was held for updates at the next meeting.

## PRIOR ACTION (continued)

- 6-2-22 - Superintendent Binienda provided the COVID-19 numbers for the week of May 27th through June 2nd.
- Students  
 99 positive  
 0 quarantined  
 204 Test and Stay
- Staff  
 27 positive  
 0 quarantined  
 10 Test and Stay
- She stated that the COVID test kits were ordered for summer school and the medical waiting rooms and the CNAs will be maintained for summer school and for the 2022-23 School Year. State guidelines have changed to only test symptomatic students and the Administration need to have a discussion whether to purchase the test and stay kits. Member Clancey asked how much it would cost the system to purchase the test and stay kits. Superintendent Binienda stated that the Administration will have to inquire of the cost of the kits. Member Novick stated that there are monies from the ESSER grant was set aside to help combat the pandemic. Superintendent Binienda stated that the ESSER monies that was put aside is for the contract with the Family Health Center to provide testing for students and for PPEs. Member Novick inquired as to the ongoing efforts to increase vaccination rates. She also asked if the Administration is planning to take down the Plexiglas over the summer. Superintendent Binienda stated that students can receive the vaccinations through the Department of Public Health and summer clinics will begin prior to the 2022-23 school year. She also stated that a discussion will take place with Mr. Allen, Mr. Bedard and Mr. Pezzella to remove the Plexiglas within the schools. On a roll call of 7-0, the item was held for updates at the next meeting.
- 6-16-22 - Superintendent Binienda provided the following update on COVID cases for  
 June 10-June 15:
- Students  
 41 positive  
 0 quarantined  
 68 Test and Stay
- Staff  
 24 positive  
 0 quarantined  
 5 Test and Stay
- Member Johnson asked if the district was going to be participating in the Test and Stay program when school reconvenes in the Fall and Superintendent Binienda stated that the Commissioner will be providing an update in July. It was moved and voice voted to hold the item for the July meeting.

O. GENERAL BUSINESS  
Novick/Clancey/Johnson/Kamara/Mailman/  
McCullough  
(June 22, 2022)

ITEM - gb 2-74.1  
S.C. MEETING - 7-21-22

ITEM:

To consider an update on the municipal broadband committee.

PRIOR ACTION:

- 3-3-22 - On a roll call of 6-0-1 (absent Ms. Novick), the item was held.
- 3-17-22 - Member O'Connell-Novick stated that the meeting of the municipal broadband committee was cancelled and requested that the item be held for April.  
On a roll call of 7-0, the item was held for the meeting of April 7, 2022.
- 4-7-22 - Member Novick stated that conversations have begun with Google and Sci-Fi regarding broadband and discussion for an RFP for a consultant to study the needs of the district.  
Superintendent Binienda stated that the Worcester Research Bureau has put together a report on municipal broadband which will be published on Monday, April 11, 2022.  
Dr. Kyriazis provided an update on the municipal broadband and stated that federal benefits will be decreased from \$50 to \$30. All Worcester public school families are eligible to apply for this benefit which can be accessed through the WPS and the Caregivers Academy websites and on social media.  
Mr. Walton discussed the 8500 hotspots that the system obtained for one year during the pandemic through the Emergency Connectivity Fund and will apply for additional funding for one more year of them.

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Provide update.

O. GENERAL BUSINESS

Mailman  
(July 11, 2022)

ITEM - gb 2-201  
S.C. MEETING - 7-21-22

ITEM:

To review the availability of childcare for system educators in various positions and in various geographic parts of the city; one example - high school teachers at Burncoat and lack of early childcare availability in the area. Past practices?

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

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

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS

Mailman  
(July 11, 2022)

ITEM - gb 2-202  
S.C. MEETING - 7-21-22

ITEM:

To facilitate with the city the removal of the city IT department from Worcester Tech to allow for expansion of Worcester Tech programming.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Standing Committee on Finance and Operations.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS

Johnson  
(July 13, 2022)

ITEM - gb 2-203  
S.C. MEETING - 7-21-22

ITEM:

Request that the Superintendent update the School Committee on the MOU with Worcester Police Department for School Liaison Officers and provide updates at subsequent School Committee meetings to include plans for a working MOU.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS

Johnson  
(July 13, 2022)

ITEM - gb 2-204  
S.C. MEETING - 7-21-22

ITEM:

Request that the Superintendent provide an update on the plans to address the shortage of bus drivers to have a minimal impact on students arriving late to school.

PRIOR ACTION:

BACKUP:

The Administration will speak to the item.

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

Accept and file.

O. GENERAL BUSINESS

Johnson  
(July 13, 2022)

ITEM - gb 2-205  
S.C. MEETING - 7-21-22

ITEM:

Request that the Administration develop a districtwide process to ensure that students are not marked tardy in the event that buses are late.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.



ITEM:

To consider and approve a proposed reorganization of Central Administration positions to include the establishment of the positions of: 1.) Deputy Superintendent, Chief Operating Officer and Chief Financial Officer; and 2.) Assistant Superintendent, Teaching and Learning; and to approve the proposed Job Descriptions for those positions.

PRIOR ACTION:

BACKUP:

- Annex A (2 pages) contains a copy of the proposed Job Description for the Deputy Superintendent, Chief Financial and Operations Officer.
- Annex B (2 pages) contains a copy of the proposed Job Description for the Assistant Superintendent, Teaching and Learning.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

**WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS**

POSITION: Deputy Superintendent, Chief Operating Officer and Chief Financial Officer

REPORTS TO: Superintendent of Schools

**ACCOUNTABILITY OBJECTIVE:**

**The Deputy Superintendent, Chief Operating Officer and Chief Financial Officer is a high-visibility strategic partner that supports the Superintendent with effective decision-making, project management, and execution of strategic initiatives across all district divisions. The Deputy Superintendent, Chief Operating Officer and Chief Financial Officer provides the organizational and strategic framework for employees, and leadership team members to implement the District's vision and achieve annual goals. The Deputy Superintendent, Chief Operating Officer and Chief Financial Officer lives in the future and focuses on long-term planning and projects to ensure the growth of the organization and the success of the District leading to student success. The Deputy Superintendent, Chief Operating Officer and Chief Financial Officer will serve as the District's Records Access Officer.**

**PRINCIPAL RESPONSIBILITIES:**

1. Build and lead the daily operations of the district office.
2. Serves as a member of the Superintendent's Cabinet.
3. Design and implement a systems improvement model for District and school operations.
4. Build and run cadence for Cabinet meetings, leadership meetings, task force meetings, and, including structuring and helping to deliver district-wide systems development and continuous improvement efforts.
5. Lead cross-functional strategic initiatives, facilitate special projects, and ensure action items are executed on behalf of the Superintendent.
6. Operate at a tactical, strategic, and operational level, handling the oversight of projects that do not neatly fit within the organizational chart or that fall between departments or leadership areas of responsibility.
7. Acts as an extension of the Superintendent and information funnel, filter, and facilitator with internal and external stakeholders.
8. Assess all inquiries directed to the Superintendent, determine priority and the proper course of action.
9. Act as the point of contact for the Superintendent's direct reports. Triage all incoming requests for the executive's time and work collaboratively with the Superintendent's office staff to ensure their calendar is aligned with the priorities of the organization.
10. Proactively follow up with the Superintendent's Cabinet team if and when goals are not being achieved to determine why objectives are not being met. Provide actionable recommendations for improvement.

11. Promote team integration as well as cross-functional communication and collaboration.
12. Manage key relationships and build a process to track and nurture key stakeholders, investors, and clients.
13. Track high priority initiatives for the Superintendent to identify any/potential obstacles
14. Serve as a thought partner and strategic advisor to the Superintendent, standing in on meetings, challenging ideas and offering a different perspective, and following up on action items with the team accordingly.
15. Provide analysis, recommendations, and options to the Superintendent regarding high impact decisions.
16. Serves as the district's lead school business administrator to include oversight of all financial resource management.
17. Lead all district operations departments, including student transportation, facilities management, school nutrition, and information technology.
18. Attend all School Committee meetings.
19. Serves as Superintendent designee, as necessary.

**REQUIRED QUALIFICATIONS:**

1. Masters Degree in Business or repeated field.
2. Massachusetts licensure as Superintendent/Assistant Superintendent or School Administrator or School Business Administrator by the Massachusetts Department of Education.
3. A minimum of ten (10) years experience in the field of financial management, preferably in a public school system.
4. Six (6) or more years of progressive education, administrative experience including school and/or district leadership experience at an executive level.
5. Demonstrated ability to lead the design, implementation and management of large scale systems.

**PREFERRED QUALIFICATIONS:**

1. Experience in working in an urban school district.
2. Strong organizational skills with demonstrated ability to manage complex roles and responsibilities.
3. Effective interpersonal and leadership skills; experience facilitating communication between groups and in group decision making.

**WORK YEAR, WORK DAY, SALARY:**

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

**SALARY: Commensurate with degree and experience**

**WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS**

POSITION: Assistant Superintendent, Teaching and Learning

REPORTS TO: Superintendent of Schools

**ACCOUNTABILITY OBJECTIVE:**

**The Assistant Superintendent-Teaching and Learning is responsible for leading and supervising the development, planning implementation and evaluation of highly effective educational programs and services Pre-K-12. The Assistant Superintendent, Teaching and Learning is instrumental in leading the transformation of the educational programs for District youth working through a lens of equity, access and opportunity for all student groups..**

**PRINCIPAL RESPONSIBILITIES:**

1. Serves as a member of the Superintendent's Cabinet.
2. Designs and implements an instructional model for school and classroom improvement.
3. Works collaboratively with District and school leadership to accelerate outcomes for all students.
4. Designs and implements a district-wide data-driven instructional model including the development of district, school and classroom data dashboards.
5. Provides leadership and support to building principals in implementing curriculum instruction and assessment.
6. Provide analysis, recommendations, and options to the Superintendent regarding high impact decisions related to the instructional program.
7. Leads District wide curriculum, assessment and instruction teams to promote a culture of belonging and continuous improvement.
8. Facilitate and lead the integration of Multilingual, Special Education, Social-emotional Learning/ Wellness Supports and Educational Services to serve students in an MTSS environment with universal classroom interventions and supports, as well as screeners.
9. Assumes a lead role in the promotion, development and expanded use of technology as a tool for classroom instruction, professional development and public communication
10. Assumes a lead role in the promotion, development and expansion of college and career readiness, including but not limited to, dual enrollment, early college, vocational education and career pathways.
11. Responsible for promoting the academic improvement of student groups including Language Learners, Low Income, Foster Youth and Homeless students.
12. Interpret District programs and policies to staff and community.
13. Provides curriculum information and research data on topics related to instruction.
14. Leads the development, coordination and evaluation of staff development efforts to support curriculum, instruction and assessments.
15. Leads the design and monitoring of extended day and school year programs in collaboration with community partners.

16. Represents the district in matters related to instruction to the general public, specific groups and individuals.
17. Coordinates and supervises the selection process for instructional resources.
18. Prepares reports on all aspects of the district's instructional and assessment programs. Coordinates all district testing programs.
19. Manages and monitors instructional and categorical budgets as assigned.
20. Coordinates all district accreditations/state program reviews.
21. Oversees review processes such as NEASC, SIP/DESE, TFM, OCR, NAEYC, and DOJ
22. Supervises the development of curricula, courses of study, brochures, catalogs, parent handbooks, manuals and other instructional materials.
23. Monitors the goals, objectives, and content of district curricula and makes recommendations for enhancements.
24. Serves on the district's negotiating team as requested.
25. Administers new teacher programs.
26. Coordinates Site Plans with all schools.
27. Evaluates personnel as appropriate.
28. Attends School Committee meetings

**REQUIRED QUALIFICATIONS:**

1. Master's degree in an education discipline; doctorate preferred.
2. Licensure by MA DESE as an Assistant Superintendent/Superintendent with the SEI endorsement.
3. A minimum of ten (10) years successful experience in school administration related to instruction and evaluation.
4. Demonstrated training and expertise in curriculum development, supervision and program evaluation.

**PREFERRED QUALIFICATIONS:**

1. Demonstrated knowledge of research based current curriculum, instruction, assessment and staff development best practices.
2. Demonstrated success leading school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups.
3. Demonstrated success designing, organizing and leading a systemic change process in a large, complex diverse organization.
4. Bilingual/Biliterate

**WORK YEAR, WORK DAY, SALARY:**

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

**SALARY: Commensurate with degree and experience**

O. GENERAL BUSINESS  
Administration  
(July 13, 2022)

ITEM - gb 2-207  
S.C. MEETING - 7-21-22

ITEM:

To consider appointing Brian Allen to the position of Deputy Superintendent, Chief Operating Officer and Chief Financial Officer, subject to contract negotiations.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

O. GENERAL BUSINESS  
Administration  
(July 13, 2022)

ITEM - gb 2-208  
S.C. MEETING - 7-21-22

ITEM:

To consider appointing Marie Morse to the position of Assistant Superintendent, Teaching and Learning, subject to contract negotiations.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

O. GENERAL BUSINESS  
Administration  
(July 13, 2022)

ITEM - gb 2-209  
S.C. MEETING - 7-21-22

ITEM:

To consider and approve the establishment of the position of Chief Community Relations Officer and to approve the proposed Job Description for the position.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.



WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS

**Job Description**

**Position: Chief Community Relations Officer**

**Reports to: Superintendent of Schools**

**The Chief Community Relations Officer acts as the principal advisor to the Superintendent and District on matters of public and press relations, internal communications, external communications, and community relations. This position provides leadership and performs professional-level work to advance communication and public information strategies to enhance awareness and understanding of the District's mission, goals, programs, services, and activities among internal and/or external audiences. The CCRO is expected to travel throughout the district as well as throughout Central Massachusetts as a regular part of fulfilling the job requirements.**

**PRINCIPAL ACCOUNTABILITIES:**

**Duties may include, but are not limited to, the following:**

- Plans, develops, and administers communication strategies to engage audiences, promote understanding and generate support for the District's mission and goals, schools, events, activities, and initiatives.
- Provides consistent, accurate, timely, and coordinated messaging concerning District operations and activities for internal and external stakeholders.
- Assists District employees dealing with news media and in developing and carrying forward projects in public relations, and provides in-service training in techniques of public relations and communications.
- Supports the District's emergency management system, coordinating communications and public relations during crisis situations.
- Establishes and maintains productive relationships with media; gathers information and composes news releases, in English and/or Spanish for newspapers, radio stations, blogs, and other information outlets; coordinates all aspects of media interviews and press conferences.
- Advises District administrators and staff on public-relations-related issues and approaches.
- Represents the District and Superintendent with community and school groups; meets with various constituents, government, and community groups to obtain and provide information.
- Creates, curates, reviews, and edits the content of speeches, reports, scripts, promotional messages, social media posts, flyers, invitations, web pages, letters, official statements, proclamations, handbooks, brochures, and other information resources for a variety of audiences and purposes.

- Produces the content for District electronic, broadcast, and printed news publications distributed to internal/external stakeholders including, but not limited to, WPS website, social media platforms, Education Access TV Channel.
- Composes, coordinates reviews of, and distributes Cascading Communications and/or positions papers and proposed policy statements regarding important District matters to reach all internal or external stakeholders as directed.
- Serves on the Superintendent's Cabinet and attends all School Committee meetings
- Produces and promotes District events (i.e. meetings, conferences, gatherings, recognition ceremonies, grand openings, groundbreakings, town halls); provides guidance and direction to department and district staff who are supporting these events; and as needed, serves as a consultant to District departments and schools for events they produce.
- Curates and maintains accurate, timely, and compelling content for the employee website; promotes the employee website to increase its value as a central information resource for District staff.
- Produces, publishes and maintains a centralized Districtwide calendar of key events and meetings for both internal and external audiences.
- Coordinates customer service and internal communication campaigns and initiatives; Produces and provides staff training as needed (i.e. customer service, communications)
- Develops and manages the employee recognition and motivation programs
- Promotes and coordinates employee engagement in Districtwide strategic planning sessions and other gatherings.
- Collects, compiles and prepares statistical information for use in a variety of reports and records.
- Conducts research and coordinates surveys to support communication programs and initiatives.
- Meets deadlines associated with assigned responsibilities.
- Prepares and manages project budgets; supports department budget development processes.
- Supervises, trains, and evaluates assigned technical and office staff.
- Attends all regular meetings of the school committee and subcommittee meetings as directed by the superintendent
- Performs related duties as required.

### **EMPLOYMENT STANDARDS:**

#### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Operational characteristics, services, and activities of modern communications plans.
- Working understanding of public school systems and structures.
- Principles and practices of public relations, community relations and communication programs.
- Leadership and crisis management
- Methods of production of electronic and print journalism.
- Principles and methods of preparing information, news releases, video creation, photography, and editing and printing material for publication.
- Public speaking and presentation skills; written and verbal communication.
- Preparation of video scripts and content, newsletters, websites, reports.
- Group facilitation techniques; conflict negotiation and problem-solving techniques and methods.
- Social media applications.

- District organization, policies, rules and regulations.
- Laws, codes, rules and relations related to school districts and assigned activities.
- Interpersonal skills using tact, patience and courtesy and collaborative working skills.
- Analytical and critical thinking skills.

**ABILITY TO:**

- Plan, organize, and administer a complex, comprehensive strategic communication & community relations multi-year plan
- Communicate effectively in the English language, and at the highest level of competence, both orally and in writing.
- Collaborate with diverse community and agency partners.
- Understand and follow oral and written instructions.
- Multitask and work in an organized and detail-oriented manner; meet schedules and timelines.
- Produce and develop a variety of media content.
- Speak publicly, both formally and extemporaneously, before a variety of diverse groups in an effective manner.
- Analyze problems quickly, examine alternatives, and recommend solutions.
- Work confidentially and with discretion.
- Exercise judgment and discretion in the absence of supervisors.
- Work independently with little direction.
- Knowledge of principles and techniques of effective journalism.
- Knowledge of communications media and their most effective uses, including print, radio, and television media.
- Knowledge of basic graphic design.
- Knowledge of public relations principles and practices.
- Knowledge of applicable federal, state, and local laws, regulations, and procedures.
- Knowledge of principles and procedures of financial and non-financial record keeping.
- Knowledge of modern printing methods and processes.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of modern office administration.
- Ability to plan, schedule, direct, train, and evaluate technical and office support staff.
- Ability to prepare effective press releases, newsletters, brochures, pamphlets, and similar materials.
- Ability to learn, interpret and apply administrative and departmental policies, laws, and regulations.
- Ability to exercise sound judgment.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize current technology to carry out job duties.
- Ability to meet deadlines required in the work.
- Ability to interact with others with courtesy and respect.
- Ability to understand and follow oral and written instructions, work rules, regulations, and procedures.
- Ability to accept supervision and constructive criticism.
- Ability to appear for work on time.
- Ability to independently travel throughout the district as required

**REQUIRED QUALIFICATIONS:**

1. Three years of management or administrative experience which includes the primary responsibility for preparing and disseminating information in a public information, public relations, public affairs or similar environment.
2. A bachelor's degree with a major or minor in public relations, journalism, marketing, advertising, communications, English or closely related.

**SPECIAL REQUIREMENTS:**

**Personal transportation for job-related travel must be available upon offer of employment and maintained throughout employment in this position.  
Subject to evening and/or weekend duty as required by scheduled and unscheduled district and public events.**

**This is a 52 week position with a contractual year of July 1 to June 30. The benefit package for this position includes 15 paid sick days per contract year, 5 PTO days, 12 paid holidays, and 20 paid vacation days.**

O. GENERAL BUSINESS  
Kamara  
(July 13, 2022)

ITEM - gb 2-210  
S.C. MEETING - 7-21-22

ITEM:

To implore the administration to launch a "Positivity Campaign" during the new academic year to last all through the school year. All WPS teachers and staff to take a stance on the usage of supportive words/language to boost students' self-awareness, gift, passion, sense of self, confidence in their education and more.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS

Kamara  
(July 13, 2022)

ITEM - gb 2-211  
S.C. MEETING - 7-21-22

ITEM:

To receive timely reports on filed racism, sexual harassment and discrimination complaints from staff and educators in the district.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.