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**The following items will be discussed at a virtual and/or in person meeting of the Standing Committee on Finance and Operations on Thursday, September 8, 2022 at 5:00 p.m. in Room 410 at the Durkin Administration Building:**

gb 9-355 - Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo (October 23, 2019)

Request that the Administration explore the feasibility of providing bus transportation to secondary students that live less than 2 miles from school.

gb 1-101 - Mr. Foley (March 23, 2021)

To discuss the use of school buses operated solely on electric power either through acquisition, conversion or a combination of both.

gb 1-146.1 -Administration/Ms. Novick (June 8, 2021)

Response of the Administration to the motion to prepare a report on the cost for the entire district to be part of the Bridge for Resilient Youth in Transition (BRYT) Program and present that information at the Budget meeting in June.

gb 1-208 - Administration (July 30, 2021)

To review the status of the FY22 Budget and make appropriate transfers as required.

gb 1-303 - Administration (October 25, 2021)

To review the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report.

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

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.

gb 2-241 - Novick (August 23, 2022)

To consider monthly updates on the implementation of district-operated transportation during the 2022-23 school year.

Committee Members

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

Administrative  
Representatives  
Brian Allen

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

AGENDA #8

The Standing Committee on FINANCE AND OPERATIONS will hold a virtual and/or in-person meeting:

on: Thursday, September 8, 2022  
at: 5:00 p.m.  
in: Room 410, Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

gb 1-44 - Ms. Novick/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo  
(January 26, 2021)

Request administration propose for Committee consideration a priority list of facilities projects to improve the health and safety of school buildings using the new Elementary and Secondary School Emergency Relief Fund.

gb 1-302 - Administration (October 25, 2021)

To review the annual audit and agreed-upon procedures report on compliance and internal controls for the City of Worcester, including the Worcester Public Schools, which includes the Government Accountability Office (GAO) and the Office of Management and Budget (OMB) A-133 Reports and the Management Letter.

gb 1-303 - Administration (October 25, 2021)

To review the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report.

gb 1-304 - Administration (October 25, 2021)

To review the Independent Accountant's Report on Applying Agreed Upon Procedures for Student Activity Fund Testing.

gb 2-23 - Ms. Novick/Ms. Clancey/Mr. Johnson/Ms. Kamara/Ms. Mailman (January 12, 2022)

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

gb 2-25 - Ms. Novick/Ms. Clancey/Ms. Kamara (January 12, 2022)

To make provision within all WPS secondary schools of space for prayer during the day for those whose religious observance requires it; relatedly; to add to the student handbook notification to students and families that such provision will be made as needed.

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 2-61 - Mailman/Clancey/Johnson/Kamara/McCullough/Novick (February 7,9 2022)

Request that the Administration, before further expansion of pre k programming in WPS, include local non-profit early education and care partners in order to incorporate lessons learned and to avoid pitfalls of 20 years ago.

gb 2-92 - Clancey/McCullough/Johnson/Kamara/Mailman (March 8, 2022)

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

gb 2-109 - 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

gb 2-117 - Novick (March 31, 2022)

To look at enrollment trends in individual schools in light of building capacity.

gb 2-122 - Mayor Petty (April 4, 2022)

To request an update on the Office of the Inspector General's findings on the January 24, 2022 Audit "Massachusetts Department of Elementary and Secondary Education's Administration of the Temporary Emergency Aid for Displaced Students Program."

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

To consider proposed improvements to the Foley Stadium complex.

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.

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.

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.

gb 2-238 - McCullough (August 15, 2022)

To review past practices of what WPS has provided for routes, if any, for after school programs and possible options for the upcoming school year.

gb 2-239 - Administration (August 15, 2022)

To review the status of the FY23 Budget and make appropriate transfers as required.

(motion) gb 1-237 - Miss Biancheria (September 23, 2021)

Request that the Grant expenditures be sent to the Standing Committee on Finance and Operations for further discussion.

(motion) gb 1-285 - Ms. Novick, (December 2, 2021)

Request that the question of sustainable funding be forwarded to the Standing Committee on Finance and Operations to research other available sources.

(motion) gb #2-6 -Administration/Mayor Petty (January 4, 2022)

Request that the COVID and Transportation portions of the survey be referred to the Standing Committee on Finance and Operations.

COVID

Enforce social distancing, mask wearing and provide more sanitation areas along with make-up work guidelines.

Transportation

Expand the bus routes within the current two-mile radius.

(motion) gb 2-165 - Novick (June 2, 2022)

Request that the Harvard Graduate School of Education's report on the technology replacement cycle be referred to the Standing Committee on Finance Operations.

(motion) gb 2-165 - Novick (June 2, 2022)

Request that the Administration provide a report explaining how the solar panels benefit the Worcester Public Schools.

IV. ADJOURNMENT

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

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo  
(October 23, 2019)

Request that the Administration explore the feasibility of providing bus transportation to secondary students that live less than 2 miles from school.

PRIOR ACTION:

11-7-19 - Referred to the Standing Committee on Finance and Operations.

10-26-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen stated that the Administration is discussing the feasibility of changing the two mile radius to possibly one and a half mile or a one mile radius. If the district implements the one and a half mile radius, the district would need approximately 7 additional big busses for middle school students and 17 for high school students. If the district implements a one mile radius, it will need 15 big busses for middle school students and 40 big busses for high school students.

Mr. Foley made the following motion:

Request that the item be held for discussion in FY23.

On a roll call of 2-1 (absent Miss Biancheria), the motion was approved.

11-18-21 - SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 6-1 (nay Miss Biancheria), approved the actions of the Standing Committee as stated.

BACKUP: Consider with g 2-241.

The Administration recommends that the item be filed.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: Mr. Foley/Mrs. Clancey/Ms. McCullough/Mr. Monfredo/Ms. Novick (March 23, 2021)

To discuss the use of school buses operated solely on electric power either through acquisition, conversion or a combination of both.

PRIOR ACTION:

4-8-21 - On a roll call of 6-0-1 (absent Ms. McCullough), the item was referred to the Standing Committee on Finance and Operations.

10-26-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS  
(Considered with gb #1-153.2 and gb #1-153.4.)

Mr. Allen provided information on the following:

- bus driver recruitment
- procurement of vehicles
- support staff and
- property capacity

**Bus Driver Recruitment**

As of October 18, there were 21 people actively in training and the transportation department will be screening and interviewing 16 additional candidates for the next round of the nightlife class. This would provide 37 drivers in active training. Mr. Allen stated that updates will be provided at the November and December Standing Committee meetings.

**Procurement of Vehicles**

The bids that were solicited were for 100 Type C 71 passenger busses, 38 Type A midsize school busses and the two types of busses that the system currently operates. Next year, the system will acquire 27 new wheelchair busses.

Mr. Foley asked for information regarding the use of gasoline for busses.

Mr. Allen stated that busses using gasoline cost significantly less in maintenance and upkeep versus diesel. He also stated that gasoline is considered to be an alternative fuel.

The WPS ESSER 3 Application Funds were reviewed and approved to include the purchase of school busses.

BACKUP: Consider with g 2-241.

The Administration recommends that the item be filed.



PRIOR ACTION (continued)

**Support Staff**

Mr. Allen provided information on the addition of the following proposed new job positions:

- Transportation Personnel Supervisor
- Transportation Systems Coordinator
- Transportation Safety and Training Liaisons (3)
- Transportation Safety Supervisor

He stated that the Job Descriptions will be included on the School Committee Agenda on November 18, 2021.

Mr. Allen stated that the original Lease Agreement for 150 North East Cutoff included space but the Administration would like to amend it with the landlord to build additional parking spaces.

Mr. Foley made the following motion:

Request that gb 1-153.2 and gb 1-153.4 be filed and that gb 1-101 be held.

11-18-21 - On a roll call of 2-1 (absent Miss Biancheria), the motion was approved. SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 6-1 (nay Miss Biancheria), approved the actions of the Standing Committee as stated.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: Administration/Ms. Novick (June 8, 2021)

Response of the Administration to the motion to prepare a report on the cost for the entire district to be part of the BYRT Program and present that information at the Budget meeting in June.

PRIOR ACTION:

- 5-20-21 - Ms. Novick made the following motion:  
Request that the Administration prepare a report on the cost for the entire district to be part of the BYRT Program and present that information at the Budget meeting in June.  
On a roll call of 7-0, the motion was approved.  
On a roll call of 7-0, the item was approved.
- 6-17-21 - Mrs. Clancey made the following motion:  
Request that the Administration consider implementing a pilot BYRT Program at the secondary level.  
On a roll call of 7-0, the motion was approved.  
On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

BACKUP: This will be considered as part of the Superintendent's Wellness Taskforce, therefore the Administration recommends that the item be filed.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: Administration (August 10, 2021)

To review the status of the FY22 Budget and make appropriate transfers as required.

PRIOR ACTION:

8-26-21 - SCHOOL COMMITTEE MEETING

It was moved and voice voted to refer the item to the Standing Committee on Finance and Operations.

10-26-21 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen discussed the status of the FY22 Budget and appropriate transfers.

Mr. Foley requested that a Public Hearing regarding ESSER and SOA funds be scheduled for mid-November or early December.

Superintendent Binienda stated that, at the Public Hearing, discussions should also include the funding of full day preschool and early college programs.

It was moved to approve the following transfers:

<b>Amount</b>	<b>From Account</b>	<b>Account Title</b>	<b>To Account</b>	<b>Account Title</b>
\$400,000	500-91111	Teacher Salaries	500-91110	Administrative Salaries
\$140,000	500-91120	Maintenance Salaries	500-91123	Non-Instructional Salaries
\$50,000	500-91120	Maintenance Salaries	500-91121	Administrative Clerical Salaries
\$100,000	540103-92000	Transportation	540103-93000	Transportation

On a roll call of 2-1 (absent Miss Biancheria), the transfers were approved.

On a roll call of 2-1 (absent Miss Biancheria), the item was held for the second quarter report.

BACKUP:

Annex A (1 page) contains a copy of the FY21-22 Budget Account Summary Final Report.

PRIOR ACTION (continued)

11-18-21 -- SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 6-1 (nay Miss Biancheria), approved the actions of the Standing Committee as amended.

Ms. Novick voiced her concern over the transfer of \$400,000 from teacher salaries to administrative salaries for the reallocation of five English Learner teachers to four English Learner Supervisor positions. She indicated that putting this kind of a transfer in a quarterly report is not transparent and should have been discussed in June when the Budget was passed. She asked the Administration to provide an explanation of the decision regarding the transfer.

Ms. Melendez-Quintero stated that the numbers of English Learners have increased and with the current staff, it is very difficult to meet their needs and ensure that they receive a high quality and equity education. The ratio of coaches to EL students is 1 to 10 which does not allow the coaches to spend long periods of time at one school. She further stated that the English Learner Supervisors will be working on developing an EL curriculum.

Superintended Binienda stated that the Administration analyzes and assesses what the district needs are, then proposes certain transfers at each quarterly report. The Administration has discussed and decided to add the five new positions to address the needs of EL students.

On a roll call of 7-0, the following transfers were approved:

Amount	From Account	Account Title	To Account	Account Title
\$400,000	500-91111	Teacher Salaries	500-91110	Administrative Salaries
\$140,000	500-91120	Maintenance Salaries	500-91123	Non-Instructional Salaries
\$50,000	500-91120	Maintenance Salaries	500-91121	Administrative Clerical Salaries
\$100,000	540103-92000	Transportation	540103-93000	Transportation

2-9-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen discussed the status of the Second Quarter FY22 Budget and appropriate transfers.

Ms. Novick made the following motion:

Request that the following transfers be approved:

Amount	From Account	Account Title	To Account	Account Title
\$94,000	500-91134	Ed Support	500-91123	Non-Instructional
\$155,000	500-91111	Teacher Salaries	500-91134	Educational Support Salaries
\$220,000	540103-92000	Transportation	540-97201	Transportation Overtime Salaries
\$250,000	540103-92000	Transportation	500-91118	Supplemental Salaries
\$850,000	540103-92000	Transportation	540103-93000	Transportation
\$373,320	500-91111	Teacher Salaries	500-91114	Teacher Substitutes Salaries
\$450,000	500-91115	Instructional Assistants	500-91118	Supplemental Program Salaries

PRIOR ACTION (continued)

2-9-22 (continued)

\$375,000	500-91115	Instructional Assistants	500-91123	Non-Instructional Salaries
\$894,000	500-91115	Instructional Assistants	500-91133	School Nurse Salaries
\$776,000	500-91115	Instructional Assistants	500-92204	Instructional Materials
\$1,200,000	500123-96000	Health Insurance	500-97203	Custodial Overtime Salaries
\$370,000	500-91119	Custodial Salaries	500152-92000	Facilities Ordinary Maintenance
\$340,000	500-91120	Maintenance ServiceSalaries	500152-92000	Facilities Ordinary Maintenance
\$790,000	540103-92000	Transportation	500152-92000	Facilities Ordinary Maintenance

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

2-17-22 -- SCHOOL COMMITTEE MEETING - The School Committee on a roll call of 7-0, approved the actions of the Standing Committee as amended. School Committee Member Novick requested a spelling correction on attendee Michael Freeman.

Ms. Novick made the following motion:

Request that the following transfers be approved:

Amount	From Account	Account Title	To Account	Account Title
\$94,000	500-91134	Ed Support	500-91123	Non-Instructional
\$155,000	500-91111	Teacher Salaries	500-91134	Educational Support Salaries
\$220,000	540103-92000	Transportation	540-97201	Transportation Overtime Salaries
\$250,000	540103-92000	Transportation	500-91118	Supplemental Salaries
\$850,000	540103-92000	Transportation	540103-93000	Transportation
\$373,320	500-91111	Teacher Salaries	500-91114	Teacher Substitutes Salaries
\$450,000	500-91115	Instructional Assistants	500-91118	Supplemental Program Salaries
\$375,000	500-91115	Instructional Assistants	500-91123	Non-Instructional Salaries
\$894,000	500-91115	Instructional Assistants	500-91133	School Nurse Salaries
\$776,000	500-91115	Instructional Assistants	500-92204	Instructional Materials
\$1,200,000	500123-96000	Health Insurance	500-97203	Custodial Overtime Salaries
\$370,000	500-91119	Custodial Salaries	500152-92000	Facilities Ordinary Maintenance
\$340,000	500-91120	Maintenance ServiceSalaries	500152-92000	Facilities Ordinary Maintenance
\$790,000	540103-92000	Transportation	500152-92000	Facilities Ordinary Maintenance

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

5-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

Mr. Allen discussed the status of the Third Quarter FY22 Budget and appropriate transfers.

PRIOR ACTION (continued)

5-11-22 - Chair O'Connell Novick made the following motion:  
(continued) Request that the following transfers be approved:

Amount	From Account	Account Title	To Account	Account Title
\$110,000	500-97204	Maintenance Overtime Salaries	500-97203	Custodial Overtime Salaries
\$200,000	500-91122	School Clerical Salaries	500-97203	Custodial Overtime Salaries
\$100,000	540-91117	Transportation Salaries	540-97201	Transportation Overtime Salaries
\$65,000	540-91124	Crossing Guard Salaries	540-97201	Transportation Overtime Salaries
\$100,000	540-91118	Supplemental Program Salaries	540-97201	Transportation Overtime Salaries
\$800,000	500123-96000	Health Insurance	500152-92000	Facilities Ordinary Maintenance
\$700,000	500123-96000	Health Insurance	500146-92000	Building Utilities
\$1,500,000	500123-96000	Health Insurance	500-91115	Instructional Assistants

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

6-2-22 - SCHOOL COMMITTEE MEETING

The School Committee approved the action of the Standing Committee as amended.

Chair O'Connell Novick made the following motion:

Request that the following transfers be approved:

Amount	From Account	Account Title	To Account	Account Title
\$110,000	500-97204	Maintenance Overtime Salaries	500-97203	Custodial Overtime Salaries
\$200,000	500-91122	School Clerical Salaries	500-97203	Custodial Overtime Salaries
\$100,000	540-91117	Transportation Salaries	540-97201	Transportation Overtime Salaries
\$65,000	540-91124	Crossing Guard Salaries	540-97201	Transportation Overtime Salaries
\$100,000	540-91118	Supplemental Program Salaries	540-97201	Transportation Overtime Salaries
\$800,000	500123-96000	Health Insurance	500152-92000	Facilities Ordinary Maintenance
\$700,000	500123-96000	Health Insurance	500146-92000	Building Utilities
\$1,500,000	500123-96000	Health Insurance	500-91115	Instructional Assistants

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

**WORCESTER PUBLIC SCHOOLS  
2021-2022 BUDGET ACCOUNT SUMMARY  
FINAL REPORT**

<u>Account</u>	<u>Account Title</u>	<u>Adopted</u>	<u>Expended</u>	<u>Balance</u>
500-91110	Administration Salaries	\$14,406,265	\$14,580,952	-\$174,687
500-91111	Teacher Salaries	\$189,377,358	\$189,251,567	\$125,791
500-91112	School Committee Salaries	\$99,626	\$100,253	-\$627
500-91114	Teacher Substitutes Salaries	\$1,583,050	\$1,958,198	-\$375,148
500-91115	Instructional Assistants Salaries	\$13,283,250	\$12,334,529	\$948,721
500-91116	Coach Salaries	\$712,702	\$661,522	\$51,180
540-91117	Transportation Salaries	\$4,515,683	\$4,750,637	-\$234,954
500-91118	Supplemental Program Salaries	\$1,245,628	\$1,807,767	-\$562,139
500-91119	Custodial Salaries	\$7,729,888	\$7,269,591	\$460,297
500-91120	Maintenance Service Salaries	\$2,089,933	\$1,512,236	\$577,697
500-91121	Administrative Clerical Salaries	\$3,504,115	\$3,428,928	\$75,187
500-91122	School Clerical Salaries	\$2,530,977	\$2,313,932	\$217,045
500-91123	Non Instructional Salaries	\$2,601,814	\$2,915,911	-\$314,097
540-91124	Crossing Guard Salaries	\$483,239	\$406,412	\$76,827
500-91133	School Nurse Salaries	\$5,407,329	\$6,073,887	-\$666,558
500-91134	Educational Support Salaries	\$1,606,277	\$1,316,206	\$290,071
540-97201	Transportation Overtime Salaries	\$713,714	\$959,186	-\$245,472
500-97203	Custodial Overtime Salaries	\$0	\$0	\$0
500-97204	Maintenance Overtime Salaries	\$164,860	\$44,825	\$120,035
500-97205	Support Overtime Salaries	<u>\$75,255</u>	<u>\$192,976</u>	<u>-\$117,721</u>
	Salary Total	\$252,130,963	\$251,879,515	\$251,449
500101-96000	Retirement	\$21,746,307	\$21,687,436	\$58,871
540103-92000	Transportation	\$17,949,410	\$16,834,705	\$1,114,705
500122-92000	Athletic Ordinary Maintenance	\$457,707	\$459,326	-\$1,619
500123-96000	Health Insurance	\$53,647,839	\$50,901,187	\$2,746,652
500125-92000	Other Insurance Programs	\$66,030	\$71,321	-\$5,291
500129-96000	Workers Compensation	\$1,983,982	\$1,942,542	\$41,440
500130-92000	Personal Services	\$2,156,939	\$2,621,516	-\$464,577
500132-92000	Tuition	\$20,441,132	\$20,230,949	\$210,183
500133-92000	Printing & Postage	\$317,459	\$382,291	-\$64,832
500-92204	Instructional Materials	\$2,218,356	\$2,699,438	-\$481,082
500136-92000	Miscellaneous Educational OM	\$3,740,917	\$4,334,995	-\$594,078
500137-96000	Unemployment Compensation	\$522,637	\$205,720	\$316,917
500146-92000	Building Utilities	\$6,514,506	\$7,264,651	-\$750,145
500152-92000	Facilities Ordinary Maintenance	<u>\$4,577,904</u>	<u>\$6,956,495</u>	<u>-\$2,378,591</u>
	Non Salary Total	\$136,341,125	\$136,592,572	-\$251,447
	<b>Total General Fund Budget</b>	<b>\$388,472,088</b>	<b>\$388,472,087</b>	<b>\$1</b>

ITEM: gb #1-303

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: Administration (October 25, 2021)

To review the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report.

PRIOR ACTION:

11-18-21 - It was moved and voice voted to refer the item to the Standing Committee on Finance and Operations.

BACKUP: Annex A (14 pages) contains a copy of the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education for the year ending June 30, 2021.



**CITY OF WORCESTER SCHOOL DEPARTMENT**

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**FOR THE YEAR ENDED JUNE 30, 2021**

**CITY OF WORCESTER SCHOOL DEPARTMENT**

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Superintendent of Schools  
City of Worcester  
Worcester, MA

We have performed the procedures enumerated below and in the accompanying Summary of Procedures and Findings sections of the Special Report that follows for the year ended June 30, 2021. The City of Worcester's (the City) management is responsible for their accounting records.

The City of Worcester School Department (the District) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating if the District completely and thoroughly prepared and filed the Department of Secondary and Elementary Education Annual End of Year Pupil and Financial Report for the year ended June 30, 2021. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are detailed in the following special report:

- General Compliance Requirement
- Summary of Procedures and Findings for Schedule 1
- Summary of Procedures and Findings for Schedule 3
- Summary of Procedures and Findings for Schedule 4
- Summary of Procedures and Findings for Schedule 7
- Summary of Procedures and Findings for Schedule 19

We were engaged by the City of Worcester School Department to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on any of the account totals included in the District's annual report or any other records of the City that may be referenced in our procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City of Worcester School Department and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

*More than Accountants*

Spinelli CPA, PC

146 West Boylston Drive, Suite 302 ➤ Worcester, MA 01606

119 Merriam Avenue, Second Floor ➤ Leominster, MA 01453

Phone: 508-365-6522 ➤ Fax: 508-365-6520 ➤ [www.spinellipcpa.com](http://www.spinellipcpa.com)

*Members of AICPA, MSCPA and NHSCPA*

This report is intended solely for the information and use of the City of Worcester School Department and governmental users of the End of Year Report, and is not intended to be and should not be used by anyone other than these specified parties.

*Spinelli CPA, PC*

Worcester, MA  
May 11, 2022

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**INTRODUCTION AND BACKGROUND**

In accordance with a contract with the City of Worcester School Department (the District), Spinelli, CPA, P.C. has performed the procedures enumerated in the Summary of Procedures and Findings section, which follows, with respect to the District's compliance with the Massachusetts Department of Elementary and Secondary Education (DESE) End of Year Pupil and Financial Report (EOYR). Public school districts in Massachusetts are required to report financial and non-financial data annually to the DESE in the EOYR, in accordance with DESE Regulations on School Finance and Accountability (603 CMR 10.00). We have performed the procedures detailed in DESE's *Compliance Supplement for Massachusetts School Districts Agreed Upon Engagements: (Updated January 2021)*, which was issued in accordance with 603 CMR 10.00, in order to determine fiscal compliance with the DESE and filing of the EOYR. The procedures performed and the associated findings are described in the section which follows.

Our field work was conducted at the District's administrative offices located on Irving Street in Worcester, Massachusetts. Our contacts at the District were Brian E. Allen, Chief Financial Officer, Sara Consalvo, Budget Director, and Mohammed Siddiqui, Senior Financial Analyst.

The City of Worcester (the City) has a population of approximately 206,500. During the 2020-2021 school year, the Worcester Public Schools had approximately 24,000 full-time equivalent pupils, including approximately 9,600 elementary, 7,100 middle school and 7,300 senior high. The school department's general fund budget for fiscal 2020-2021 was \$372,398,668. Instructional staff includes approximately 2,450 teachers.

**ACCOUNTING SYSTEM SUMMARY**

End of Year Report information comes primarily from Excel based worksheets prepared by the budget office of the City of Worcester School Department. These worksheets translate information received from the City's Hera accounting system into the format required for state reporting. Separate worksheets exist for each of the various DESE functions reported on the EOYR. This is needed because of significant differences in the City's chart of accounts and DESE's reporting requirements.

Typically each amount reported on the EOYR for a given function is a combination of accounts from the City's system. In some cases, numerous accounts from the City's system had to be combined to determine the amount reported for a single DESE function.

DESE programs, within each function, were determined either by assignment of directly related costs, allocation of costs, or otherwise distributed costs, depending on the nature of the function, as explained in the detailed procedures that follow. The City's Hera system is maintained by the City Auditor's office. The District submits documentation supporting its expenditures to the City Auditor's office, which in turn reviews the information and posts transactions to the system. District personnel have the ability to query the system to generate basic reports, but do not post transactions.

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SCOPE AND OBJECTIVES**

The scope of the agreed-upon procedures was to determine whether:

- Financial data reported on all EOYR schedules are traceable to the detail contained in the municipal or district accounting ledgers or records or to a documented methodology.
- Non-financial data reported on all EOYR schedules are traceable to the district's records or to a documented methodology.
- There are documented methodologies supporting the financial and other reported information contained in these schedules, whether these methodologies were followed, and whether the methodologies are reasonable.
- Internal controls exist to provide reasonable assurance that the revenues, expenditures and other data are accounted for consistent with Department regulations and guidelines.

The objective of the agreed-upon procedures was to review the City of Worcester School Department's records to determine whether required reports for Massachusetts school districts include all activity of the reporting period, are supported by applicable accounting records, and are fairly presented in accordance with State requirements.

For all EOYR schedules containing information we:

- Verified that the non-financial data agreed to the supporting records that accumulate and summarize the data.
- Ascertained if the financial information was prepared in accordance with the budgetary basis of accounting.
- Verified that amounts reported to accounting and other records that support the audited financial statements and verified agreement or performed alternative procedures to verify the accuracy and completeness of the reports and that they agree with the accounting records.
- Performed tests of the underlying data to verify that the data was accumulated and summarized in accordance with the required or stated criteria and methodology, including the accuracy and completeness of the schedules. For Schedule 7, tested eligibility criteria for reimbursable riders.
- When intervening computations or calculations were required between the records and the schedules, traced reported data elements to supporting worksheets or other documentation that linked the schedules to the data.
- Determined if the District used an accounting system that provides for the reporting of all instructional costs by school location and is in accordance with 6603 CMR 10.03 (3)(a).

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SCOPE AND OBJECTIVES (Continued)**

- Determined if the accounting system was supported by up-to-date written policies and procedures and that the policies and procedures were followed on a uniform and consistent basis.
- Determined if the district maintained written policies and procedures related to the classification of salaries and expenses by program, function and object and that the policies and procedures were followed on a uniform and consistent basis.
- Obtained a written representation from management that the reports provided to us were true copies of the EOYR submitted or electronically transmitted to the Department of Elementary and Secondary Education.
- Determine that the district submitted a signed Certification Statement.
- Determine if amendments required from prior year's audit were submitted.

**GENERAL COMPLIANCE REQUIREMENTS**

Districts must use the standard financial reporting schedules contained in the End of Year Report. These schedules include financial and non-financial data. The financial information must be traceable to the accounting ledgers of the district or of the municipality or to a documented methodology. If a "crosswalk" exists between the municipal and district ledgers, this crosswalk should be documented. The non-financial information must be traceable to records or to a documented methodology that demonstrates the information was compiled from existing records. Each district must report income on the modified accrual basis and expenditures on the modified accrual plus encumbrance basis.

Each district must use an accounting system that provides for the reporting of all instructional costs by school location and is supported by up to date written policies and procedures. The policies and procedures are to be followed on a uniform and consistent basis.

**Finding:** The City has uniform and consistent procedures in place surrounding their accounting system and program manuals are documented as up-to-date. We obtained written representation from management that the reports provided to us are true copies of the EOYR submitted or electronically transmitted to the Department of Elementary & Secondary Education. A signed Certification Statement for FY 21 EOYR and required amendments from FY 20 EOYR were submitted.

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 1**

**Procedure 1:**

We traced revenue from Local Sources reported on Schedule 1 to the City's accounting ledgers and the District's records. We also traced the revenue reported on the District's records to revenue reported on Schedule 1.

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 1 (Continued)**

**Finding 1:**

Amounts reported on Schedule 1, block A, appear to be supported by the City's accounting ledgers, Hera reports and the District's records.

**Procedure 2:**

We traced the revenue from state aid, federal grants, state grants, and revolving and special funds to the detail in the District's records. We also traced the revenue reported on the District's records to revenue reported on Schedule 1.

**Finding 2:**

Revenue amounts reported for state aid, federal grants, state grants, and revolving and special funds appear to agree to the detail in the District's accounting ledgers and the City's crosswalk reconciliations with the exception of lines 125, 130, 140, 170 and 630 which were all prepopulated by the State.

Amounts reported on the EOYR for School Aid (Chapter 70) line 125 do not tie to the district accounting records. City of Worcester records report \$1,175 more than line 125 on the EOYR. Line 125 on the EOYR is pre-populated by the State.

Amounts reported on the EOYR for Mass School Building Authority Construction Contract line 130 does not tie to the district accounting records. MSBA FY22 Annual contract revenue normally populates line 130 as notified by letter from the City of Worcester Chief Financial Officer Timothy J. McGourthy. The amount reported should have been \$20,052,570. Line 130 on the EOYR is pre-populated by the State at \$0.

Amounts reported on the EOYR for Pupil Transportation Line 140 do not tie to the district accounting records. City of Worcester records report \$40 more than line 140 on the EOYR. Line 140 on the EOYR is pre-populated by the State.

Amounts reported on the EOYR for Charter Tuition Reimbursement and Facilities Aid Line 170 do not tie to the district accounting records. City of Worcester records report \$139,921 less than line 170 on the EOYR. Line 170 on the EOYR is pre-populated by the State.

Amounts reported on the EOYR Tuition Receipts – School Choice Line 630 do not tie to the district accounting records. City of Worcester records report \$120,209 less than line 630 on the EOYR. Line 630 on the EOYR is pre-populated by the State.

**Procedure 3:**

We traced the amounts reported for general fund education expenditures from Schedule 1 line 1850 to the municipal accounting ledgers and to the District accounting ledgers. We also traced the expenditures reported on the District's records to expenditures reported on Schedule 1.

**Finding 3:**

General fund education expenditure totals as reported on Schedule 1 line 1850 were supported by the District's records.



**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 1 (Continued)**

**Procedure 4:**

We traced the amounts reported for a sample of DESE functions, State Objects, and other DESE programs in Schedule 1 to the detail in the accounting ledgers, or to the crosswalk, if applicable.

**Finding 4:**

The amounts reported on the EOYR that were selected for testing were supported by the District's records and the City's accounting ledgers. The DESE functions that were sampled were also traced to District account details.

**Procedure 5:**

We tested Extraordinary Maintenance expenditures and verified that expenditures did not include salaries; verified that the expenditures did include applicable principal portions of a loan or the cost of a lease/purchase agreement; verified that expenditures classified as Extraordinary Maintenance (4300) did not exceed the per project per school dollar limit for extraordinary maintenance (\$150,000); and traced the expenditures to the detail in the accounting ledgers.

**Finding 5:**

There was no extraordinary maintenance expense during the year ended June 30, 2021. Extraordinary maintenance expenditures (4300) as reported by the Worcester Public Schools appear to be in compliance with DESE requirements.

**Procedure 6:**

We determined how expenditures for fringe benefits were assigned or allocated to Schedule 1 Employee Benefits and Insurance (5100, 5200). We traced the reported cost to the detail in the District's records using the methodology indicated. We determined if expenses were charged to 5150 Employee Separation Costs. We determined if the District reported Insurance for Retired Employees (5260) separately and appropriately.

**Finding 6:**

It appears that the District is properly reporting the fringe benefits and properly segregating those benefits paid to retired employees per the compliance requirements. We determined fringe benefits are allocated on a per person basis by type and cost of benefit.

**Procedure 7:**

We verified if amounts were reported for Rental Lease of Equipment of Buildings that the required rental lease schedule is maintained locally.

**Finding 7:**

The EOYR does not include any amounts for lines 1681 Rental Lease Equipment and 1682 Rental Lease Buildings.

**Procedure 8:**

We verified that expenditures charged to Lines 1683 and 2060 – Short-term Interest (5400) related exclusively to Revenue Anticipation Notes (RAN's).

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 1 (Continued)**

**Finding 8:**

The EOYR does not include any amounts for debt services charged to Line(s) 1683 and 2060 - Short-term Interest (5400).

**Procedure 9:**

We verified that expenditures charged to Lines 1684 and 2065 – Short-term Interest – BAN's (5450) related exclusively to Bond Anticipation Notes (BAN's).

**Finding 9:**

There was no amount reported on lines 1684. There was an amount reported on line 2065 and the amount was confirmed as BAN interest by the debt service letter from the City of Worcester.

**Procedure 10:**

We identified expenditures reported as long-term School Construction debt for principal (8100) and interest (8200) and verified that bond anticipation notes were not included in these functions. We traced the reported costs to the Treasurer's debt schedule. We traced the reported amount to the detail in the accounting ledgers. Note: If the District received a lump sum wait list or progress payment from Massachusetts School Building Authority, we verified that the revenue was reported on line 130 and that expenses were reported for pay down of principal (8100), or Purchase of Land and Buildings (7100, 7200), if applicable.

**Finding 10:**

The EOYR expenditures reported as long-term School Construction debt for principal (8100) and interest (8200) were supported by the District's records and appear to be in compliance with DESE requirements.

No revenue was posted to Line 130. This does not agree with the debt memo from the City Manager's Budget Director. It appears contract revenue is usually recorded as awarded and not as payments are received. For example:

FY'20 MSBA contract revenue of \$5,662,261 was reported on the FY'19 EOYR Line 130.

FY'21 MSBA contract revenue of \$4,736,217 was reported on the FY'20 EOYR Line 130.

FY'22 MSBA contract revenue of \$20,052,569.60 is not reported on the FY'21 EOYR Line 130 as expected. Line 130 is not a line the City can edit on the EOYR.

Expenses were reported in FY'21 for pay down of principal (8100) and Purchase of Land and Buildings (7100, 7200).

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 1 (Continued)**

**Procedure 11:**

We traced the expenditures for tuition payments: to other school districts in state (9100), to out of state schools (9200), to non-public schools (9300), to member collaboratives (9400), and assessments to member regional school districts (9500), to the detail in the accounting ledgers. Note: If the district prepaid FY'22 Special Education Tuition, verify prepaid tuition was not included as an FY'21 expense. If the District prepaid FY'21 tuition from FY'20, that amount should be included as an FY'21 expense.

**Finding 11:**

Tuition payment expenditures appear to be supported by the school department accounting records and the City of Worcester's Hera report. There is no line item for assessments to member regional school districts (9500) in the EOYR Schedule 1 expenditures by school committee. There was no prepaid tuition.

**Procedure 12:**

For municipal expenditures that result in services directly related to the school committee we obtained a copy of a written agreement between the School Committee and Municipal officials documenting agreed upon methodologies to be used when allocating, distributing or assigning Municipal expenditures to the District. We tested the amounts reported using the documented methodology.

**Finding 12:**

Methodology was reviewed during the testing of Schedules 1 and 19. It appears that the City has properly allocated municipal expenditures in accordance with the agreement between the School Committee and Municipal officials.

**Procedure 13:**

We traced the expenditures from Federal Grants, State Grants and Special Funds and determined if the district charged a restricted indirect rate to grants and we traced amounts claimed as Circuit Breaker expenses on line 3080, column 7 to the accounting ledgers or journals.

**Finding 13:**

The amounts reported on line 3080, column 1 through 6 appear to be supported by the City's accounting records and District records. We noted that indirect costs are charged to grants at a rate of 2% for the grants that allow for indirect charges according to the District's annual budget.

The amount reported for the Circuit Breaker expenses on line 3080, column 7 agreed to the City's accounting ledgers and District records.

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 3**

**Procedure 14:**

We verified the District's accounting system includes school locations and traced the amounts reported by school location on the linked file to the accounting ledgers. We determined if the District maintained a payroll system or spreadsheet to document the assignment of staff salaries by school location. We determined for any allocation used to assign staff salaries to schools, programs, functions, or objects was supported by a documented methodology. We determined for any allocation used for non-salary expenditures that the District maintained a documented methodology for consistency in application and the allocations are acceptable. We ensured amounts reported as district-wide cannot be assigned to a specific school.

**Finding 14:**

The expenditures reported on Schedule 3 agree to the DESE functions detailed on Schedule 1 for all items tested. The expenditures agreed to the City's accounting ledgers and were supported by the District's account details. The District maintains a payroll system that breaks items down by pay code and assigns the staff salaries by school location. The methodology used is consistent and the allocations are acceptable.

*Supervisory Costs:*

These costs are based on the duties performed per position and payroll reports. Other expenditures represent assignment of direct costs for special education consultants. The stated methodologies appeared to be applied appropriately and consistently.

*Teaching Costs:*

These costs are determined by teachers' individual disciplines within the school, which is most often determined by their area of certification. This information is obtained from bi-weekly payroll reports which have cost center codes for both teaching level and discipline. Other expenditures represent direct costs to teaching as reported by the schools and the City's accounting ledgers.

*Guidance and Psychological Costs:*

These costs consist entirely of salary expenditures. The Special Education Director, Manager of Student Support Services and Bilingual Director work out the percentages that form the basis for allocating these costs. For the year under review, the percentages were as follows:

	<u>Guidance</u>	<u>Psychological</u>
Regular	60%	60%
Special Education	40%	40%

Percentages were confirmed by recalculating selected Schedule 1 and Schedule 3 amounts. The stated methodologies appeared to be applied appropriately and consistently.

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 4**

**Procedure 15:**

We ascertained the methodology used to allocate, distribute or assign Special Education costs to the placement on Schedule 4 and reviewed the propriety of the methodology. We tested the amounts reported on Schedule 4 using this methodology.

**Finding 15:**

Instructional services were allocated based on percentages supplied by the Special Education Director. Payments to districts were allocated based on tuition expenditures furnished by the Special Education Director. Based on our tests, it appears that the allocation of Special Education costs to prototypes agreed to the percentages determined by the Special Education Director. We determined that amounts tested agreed to the City's accounting ledgers and were supported by the District records.

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 7**

**Procedure 16:**

We traced the transportation expenditures reported on Schedule 7 to the transportation expenditures reported on Schedule 1. We determined the methodology used to allocate transportation expenditures on Schedule 7 and verified the accuracy of the allocations. We verified that reimbursable expenditures have been reduced by transportation revenue received from students transported, if any.

**Finding 16:**

Schedules 1 & 7 amounts agree. Transportation expenditures were allocated based on pupil headcounts. The methodology used to allocate the transportation expenditures on schedule 7 were confirmed and appear accurate. Amounts tested on Schedule 7 were supported by District records and agreed to the City's accounting ledgers. There was no transportation revenue reported on Schedule 1.

**Procedure 17:**

We determined if there was adequate detail to support amounts reported (expenses and riders) for special Education Pupils transported outside the district.

**Finding 17:**

There was adequate detailed support for amounts reported on Schedule 7 for Special Education pupils transported outside the district.

**Procedure 18:**

We traced the pupils reported on Schedule 7 to the detailed transportation records and verified that the amounts reported on Schedule 7 are accurate and consistent with the detailed records.

**Finding 18:**

The number of pupils and the amounts reported on Schedule 7 agreed to the detailed transportation records and were supported by the City's accounting ledgers and the District's records.

**CITY OF WORCESTER SCHOOL DEPARTMENT  
SPECIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 7 (Continued)**

**Procedure 19:**

We determined that the District's accounting records separate costs in order to facilitate reporting as outlined in Schedule 7 (In or Out of District, Pre-School, Non-Public, School Choice and Charter School). We determined reimbursable expenditures reported on Line 4283 (Homeless to outside the District) and Line 4285 (Homeless from outside the District) were supported by adequate documentation. We verified foster care transportation was not claimed as homeless and is reported appropriately on line 4286. We reviewed the propriety of the cost allocation plan and tested the expenditures reported.

**Finding 19:**

Based on our testing of the EOYR, we determined that the accounting system separately accounts for each of the school locations and they can be easily filtered and separated out based on the type of cost. The amounts reported on Lines 4283 and 4285 agree to the City's accounting ledgers and District's records. We determined foster care transportation was not claimed as homeless and is reported appropriately in Line 4286.

**SUMMARY OF PROCEDURES AND FINDINGS FOR SCHEDULE 19**

**Procedure 20:**

We determined if the School District has reported all changes to Schedule 19 Part A.1 – Appropriation by School Committee to the ESE. We compared the final School Committee Appropriation to Schedule 19 Part A.1 as filed/amended and determined if all changes were reported.

**Finding 20:**

Based on a review of the final School Committee Appropriation and Schedule 19, we determined that the District reported all changes to Schedule 19, Part A.1, and that it reflects the final School Committee Appropriation.

**Procedure 21:**

We determined the amounts budgeted in Schedule 19 Part A.2 are consistent with methodologies outlined in the agreement noted in MA DESE Compliance Supplement procedure II A.4.a.

**Finding 21:**

Based on an evaluation of the final School Committee Appropriation and Schedule 19, we determined the amounts budgeted in Schedule 19 Part A.2 are consistent with methodologies outlined in the agreement noted in MA DESE Compliance Supplement procedure II A.4.a.

**Procedure 22:**

We determined that retiree health insurance (5250) is reported separately.

**Finding 22:**

We were able to agree the amounts reported for retiree health insurance (5250) to the City's accounting ledgers and District records and noted that it is reported separately.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: 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.

PRIOR ACTION:

- 2-3-22 - On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.
- 5-11-22 **STANDING COMMITTEE ON FINANCE AND OPERATIONS**  
Mr. Allen provided the monthly update which remained consistent and included  
36-38 drivers with 8 more potential drivers enrolled in the MassHire program. He stated that approximately 20 Durham bus drivers have applied for positions. A hiring event was held last Thursday and the district is issuing hiring letters to 28 drivers. By June 1<sup>st</sup> the district will be receiving leased busses in preparation for summer school. He also stated that the Transportation Department has been invited to Tulsa, Oklahoma to view the busses being built.  
A vehicle replacement cycle was provided in the backup which outlined future costs that may be incurred through the 2037 school year. ESSER funds were used in 2022 for the purchase of the busses, but by FY33 future Administrations will need to go back into the budget for vehicle replacement.  
Chair O'Connell Novick asked for an update on the MyStop app.  
Mr. Allen stated that a video is being created in multiple languages to include a step by step process.  
Mr. Freeman stated that the department is also creating flyers in multiple languages on the process of accessing the MyStop app and that office staff will be available to provide assistance.  
On a roll call of 3-0, the item was held for monthly reports.

BACKUP: Consider with g 2-241.  
The Administration recommends that the item be filed.

PRIOR ACTION (continued)

## 6-2-22 SCHOOL COMMITTEE MEETING

The School Committee approved the action of the Standing Committee as stated.

## 7-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS

(Considered with gb 0-33 and gb 2-109.)

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.



PRIOR ACTION (continued)

- 7-11-22 - Mr. Hennessey stated that the district is short on monitors but recruiting (continued) is ongoing.  
On a voice vote, the items were held for updates in August.
- 7-21-22 - SCHOOL COMMITTEE MEETING - The School Committee approved the action as stated.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: 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

PRIOR ACTION:

4-7-22 - On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

7-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS  
(Considered with gb 0-33 and gb 2-44.)

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.

BACKUP: Annex A (1 page) contains the Administration's response to the item.

PRIOR ACTION (continued)

7-11-22 - Contingency plans are in place for strategically doubling up routes as opposed (continued) 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.

7-21-22 - SCHOOL COMMITTEE MEETING - The School Committee approved the action as stated.

The Administration met with afterschool and out-of-school providers in April 2022 and August 17, 2022 (through Worcester Equity Roundtable) to discuss bus stops at sites at or near after-school or out-of-school provider locations.

The WPS practice of transportation of students to any of the afterschool and out-of-school providers requires that a bus is already routed in the direction of the provider location and there is space available on the bus to accommodate student(s). Trips to pick up schools with a later dismissal time must not be affected by these additional stops. In these circumstances, the WPS will create a bus stop at/near the provider's location.

Expanded transportation options for students attending these afterschool or out-of-school providers will be considered as additional vehicles and drivers are available. The Administration agreed to meet regularly with these providers throughout the school year.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM: 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.

PRIOR ACTION:

7-21-22 - Member Novick requested that gb 2-204 and gb 2-205 be taken out of order due to the topics being the same as the items being reported out of the Finance and Operations meeting Action Sheet.

Mr. Hennessey provided an update on transportation and indicated that there are 156 school bus drivers available and there are 196 planned bus routes which leaves a gap of 40 drivers. There are drivers in various stages of training and some candidates already have a class A, B or CDL license. The Administration has developed a Plan B if there are any shortfalls in drivers which is to have earlier drop offs and short quick routes. The Administration is also looking into combining curb-to-curb pickups for special need students with some of the big busses. The student and parent portal will be the method of communicating transportation information to families. The MyStop Bus Tracking application will begin the first day of school and parents will only have access to their child by using a unique log-in. He also stated that if there are any questions or issues, individuals should call the Operations Office at 508-799-3241.

BACKUP: All principals were notified by Administration on August 19, 2022, and on September 2, 2022, to use a Tardy School Bus code to indicate that a student was late to school due to district-provided transportation.

PRIOR ACTION (continued)

- 7-21-22 - Member Clancey asked when the bus routes will be made public. Mr. Hennessey stated that it will be approximately 10 days before the start of school. The Transportation Department is currently in the process of drafting these bus routes.
- On a roll call of 7-0, the action sheet was approved as amended.
- Vice-Chair Johnson inquired relative to gb 2-204 as to the transportation plan for students who are out-of-district.
- Mr. Hennessey stated that out-of-district transportation remains one of the greatest challenges due to outside vendors who operate 7D vehicles. They have been consolidated significantly over the last few years. Some of these outside vendors have lost drivers during the pandemic and have not been able to replace them.
- Vice-Chair Johnson inquired relative to gb 2-205 that he would like the Administration to develop a districtwide process to ensure that students that are late due to bus issues are not marked tardy.
- Member Novick made the following motion:  
Request that gb 2-205 be referred to the Standing Committee on Finance and Operations to be discussed at it August meeting.
- On a roll call of 7-0, the motion was approved.
- On a roll call of 7-0, gb 2-204 was filed.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Thursday, September 8, 2022

ITEM:

To consider monthly updates on the implementation of district-operated transportation during the 2022-23 school year.

PRIOR ACTION:

9-1-22 - On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

BACKUP: Annex A (3 pages) contains a copy of the Student Transportation Monthly Update for September 2022.

WORCESTER PUBLIC SCHOOLS  
STUDENT TRANSPORTATION MONTHLY UPDATE  
SEPTEMBER 2022

**Bus Driver Hiring and Recruitment**

As of August 31, 2022, the staffing plans for the next school year:

	<b>Full-Size Bus Drivers</b>	<b>Mid-Size Bus Driver</b>	<b>Bus Monitors</b>
Total Employees	74	95	109
Total Planned Routes	101	95	95
The gap between Planned Routes	-27	0	14
Budgeted Positions	118	112	112
The gap between Budgeted Positions	-44	-17	3

**Drivers in Training**

Permitted Drivers	19
Trainees working on Permits	<u>16</u>
	35

In addition, there 36 applications from the Transportation Open House. Training is being scheduled for these potential candidates.

**School Bus Vehicle Procurement**

<b>Current Vehicle Fleet</b>	<b>Full-Size Bus</b>	<b>Mid Size Bus</b>
WPS Buses	17	63
New Buses*	12	0
Leased Buses**	<u>42</u>	<u>38</u>
<b>Total Vehicles as of 8/31/22</b>	<b>71</b>	<b>101</b>

\*19 additional new full-size buses have been received but are awaiting registration and state inspections as of 8/31/22.

\*\* 2 additional leased full-size buses have been received but are awaiting registration and inspections as of 8/31/22.



## **Versatrans My Stop**

The district began using Versatrans My Stop to start the school year to allow students and caregivers to see where their bus is in relation to their bus stop with an estimated time of arrival. Generally, the app is working well, but with any new software use, there have been some adjustments to implementation.

The Administration is aware of a few issues with accessing the student information in the app.

Instructions: **Username:** Students ID number

**Password** – The default password generated is the Student’s Birth Date. The Birth Date must be entered with two digits for the month, two digits for the day, and four digits for the year. *You will be able to change this if you wish, once the setup is complete.*

The Transportation Department can assist students and caregivers with accessing the My Stop information by calling 508-799-3241.

The other largest issue observed with My Stop is on combined or double-trip routes to begin the year. Due to the consolidation of routes, the GPS can’t distinguish between a first-trip double-trip or a second-trip double trip in the afternoon when they occur at the same school. This will be resolved as the district adds more vehicles and drivers to eliminate the double trip. In addition, as the district has consolidated routes (combining two trips on the same bus), this information has not always been identified in the My Stop program. This will be also resolved as the district adds more vehicles and drivers, and any consolidated routes can be adjusted in the software program accordingly.

## **Fueling Location**

The Administration is finalizing plans for a fueling station for buses and other WPS vehicles to be located on Pullman Street in Worcester. This is necessary and planned as part of the district-operated transportation model (and space RFP) due to the capacity limitations at the DPW fueling location on Albany Street due to the increase in the number of vehicles. The fueling location is expected to be completed by February 2023.

## **Next Steps:**

- **Additional Buses and Drivers:** Any School Committee policy change for the 2023-24 school year impacting the number of school buses (change in walk radius, school start times, etc.) will need to be determined by mid-Fall to bid and place orders for any additional buses that would be needed for next school year. (Refer to item gb#9-355)
- **Alternative Fuel:** The district will have 13 Full-size buses with leases ending at the end of the 2022-23 school year and will be replaced with new buses. A decision about the use of any alternative fuels (such as propane, electric, etc.) would be needed by mid-Fall to bid and place orders for these buses and associated infrastructure for the next school year.

- **7D Vans:** The ESSER-approved budget includes the purchase of 40 vans for out-of-district student transportation. Due to supply chain issues and the availability of these types of vehicles (minivans and transit-style vans), the Administration delayed the implementation of this service until the 2023-24 school year. A bid for the purchase of these vans will occur in late September/early October to allow for delivery of vehicles by the next school year.
- **Student Registration for Buses:** The Administration intends to develop and implement a student registration for student transportation in Spring 2023 for the 2023-24 school year, an enhanced version of the transportation registration portal currently used for K-12 students in the city's private and parochial schools. This will allow the district to better manage student load planning in the routing of buses, and it will allow for the identification of student transportation eligibility earlier and allow for better planning.
- **Combined Bus Passes & Student IDs:** As the district now owns all school buses for transportation, the Administration is pursuing a combined student ID that can also be used as a bus pass, and school meals program pass using RFID technology. This integrated technology would enhance student rider safety with instant, online insight into bus ridership. It would track when and where riders get on and off the bus. The technology would help search for missing children by quickly identifying when and where a rider got on or off, quickly and accurately helping parents who are looking for their child's bus and analyzing historical ridership data by bus to optimize routes and stops.