

Douglas Public Schools

21 Davis Street, Douglas, MA 01516 (508) 476-7901 FAX (508) 476-4423 www.douglasps.net

Paul D. Vieira, Ed.D., Superintendent of Schools

John Calabresi, Director of Technology

Cortney Keegan, Business & Operations Manager

Cindy Socha, Curriculum Director

Tara Sobaleski, Director of Special Education & Student Support Services

POSTING

SCHOOL COMMITTEE MEETING

Wednesday, May 18, 2022

7:00 P.M.

**Douglas High School
33 Davis Street, Douglas, MA
Room C208**

Please see attached agenda

Posted: 5/12/2022

Excellence in Education

Douglas School Committee

Beth Bergstrom
Theresa Brooks
Heather Morin



Julie Moulder
Monique Salvas

School Committee Meeting
Wednesday, May 18, 2022 at 7:00 p.m
Douglas High School, Room C208
33 Davis Street, Douglas MA

The listing of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

“The Douglas Public Schools offer diverse learning experiences that meet the academic, social, physical, and emotional needs of all students. We provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth. Decisions are made in the best interest of students.”

- ❖ **Call to Order**
- ❖ **Pledge of Allegiance**
- ❖ **Student Representative**
- ❖ **Public Comment & Communications:**
 - The School Committee welcomes public comment on items that are within the scope of the School Committee’s responsibilities. The Public Comment agenda item is reserved for this purpose.
- ❖ **Introduction of new School Committee members:**
 - Beth Bergstrom
 - Theresa Brooks
- ❖ **School Committee Officer Reorganization:**
- ❖ **Old Business:**
- ❖ **New Business:**
- ❖ **Superintendent’s Report:**
 - Project Lead the Way Presentation (DMS and DHS)
 - COVID-19 Update
- ❖ **School Committee & Sub-Committee Report:**
 - Accounts Payable Report
- ❖ **Consent Agenda:**
 - 2022-2023 School Calendar
 - Interview and Appoint Director of Special Education and Student Support Services
 - Approve FY 2023 - FY 2025 HVAC maintenance, repair, and inspection services bid contract
 - FY 2023 Appointment of School Physician

Excellence in Education

Posted: 5/12/2022,

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Decisions are made in the best interest of students

Douglas School Committee



❖ **School Business and Operations Manager's Report:**

- Transfers & Reclassifications

❖ **Topics Not Anticipated:**

❖ **Adjourn:**

Upcoming School Committee Meetings:

- June 1, 2022
- June 15, 2022

FY 2023

SCHOOL COMMITTEE SUB-COMMITTEES

Policy Sub-Committee

Member:

Member:

Budget Sub-Committee

Member:

Member:

Negotiations Sub-Committee

Member:

Member:

Health & Wellness Sub-Committee

Member:

Member:

Signer & Alternate Signer for Payroll Warrants

Primary

Alternate

Signer & Alternate Signer for Accounts Payable Warrants

Primary

Alternate

DOUGLAS PUBLIC SCHOOLS
2022-2023
SCHOOL CALENDAR

July 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

4 **July**
Independence Day
DISTRICT CLOSED

January 2023

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

13 **January (20 Days)**
NO SCHOOL ~
Prof. Dev. (PreK-12)
16 **NO SCHOOL ~**
Martin Luther King, Jr.

August (1 Day)

29-30 Prof. Dev. (PreK-12)
31 School Opens ~
All Students Report

August 2022

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| 28 | 29 | 30 | 31 | | | |

February 2023

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

20 **February (15 Days)**
20-24 President's Day
NO SCHOOL ~
Winter Break

September (20 Days)

2-5 **NO SCHOOL ~**
Labor Day Recess
13 1/2 Day MS/HS Only
DMS Open House 5:30-7:00
15 DHS Open House 6:15-7:45
1/2 Day PS/ES Only
DPS Open House 5:30-7:00
DES Open House 6:00-7:30

September 2022

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March 2023

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

March (23 Days)

October (19 Days)

7 **NO SCHOOL ~**
10 Prof. Dev. (PreK-12)
NO SCHOOL ~
Columbus Day

October 2022

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April 2023

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| 30 | | | | | | |

7 **April (14 Days)**
NO SCHOOL ~
Good Friday
17 Patriot's Day
17-21 **NO SCHOOL ~**
Spring Break

November (19 Days)

11 **NO SCHOOL ~**
Veteran's Day
14 **DISTRICT 1/2 DAY**
PTC - PS/ES at 5:00-7:30
PTC - MS at 5:30 - 8:00
HS at 6:30 - 8:00
15 1/2 Day PS/ES/MS Only
PTC - PS/ES at 12:30 - 3:00
PTC - MS at 11:40 - 2:10
23 **DISTRICT 1/2 DAY**
24-25 **NO SCHOOL ~**
Thanksgiving Recess

November 2022

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May 2023

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| 28 | 29 | 30 | 31 | | | |

29 **May (22 Days)**
NO SCHOOL ~
Memorial Day

December (17 Days)

23 **DISTRICT 1/2 DAY**
26-30 **NO SCHOOL ~**
Holiday Break

December 2022

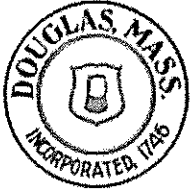
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June 2023

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

2 **June (10 Days)**
14 Graduation
18th Day of School ~
Last Day if NO Snow
Days are used
19 **NO SCHOOL ~**
Juneteenth
21 185th Day of School ~

| | |
|---|------------------------------|
| △ | - 1/2 DAY (RELEASE DAY) |
| ◇ | - NO SCHOOL PROF. DEV. DAY |
| □ | - NO SCHOOL VACATION/HOLIDAY |
| ○ | - 1/2 DAY - BY SCHOOL ONLY |



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Cindy Socha, Curriculum Director Tara Sobaleski, Director of Special Education & Student Support Services

School Committee Agenda Item Summary

Date: May 18, 2022
Prepared By: Cortney Keegan, Business & Operations Manager *CK*
Reviewed By: Paul Vieira, Superintendent of Schools *PV*
Subject: HVAC Maintenance, Repair and Inspection Services Procurement and Contract

Background

The school district issued an Invitation for Bids (IFB) with bid proposals due Wednesday, May 11, 2022 at 10:00am. It was advertised, as required, on the state's Central Register, CommBuys (part of the state's Operational Services Division), the Town Clerk's office, Worcester Telegram & Gazette, and the school district website.

Discussion/Analysis

Six (6) vendors requested and received the bid document. Only one (1) bid was received from Renaud HVAC & Controls, Inc., our current vendor.

Financial Impact

The following was the bid proposal:

| | |
|-------------|------------|
| FY 2023 | \$ 62,100 |
| FY 2024 | \$ 62,550 |
| FY 2025 | \$ 63,000 |
| Grand Total | \$ 187,650 |

Bid proposal amounts are based on hourly rates (regular and overtime) for Master Licensed Technicians in both the Journeyman and Apprentice/Helper categories. This contract is subject to the Prevailing Wage law, therefore, rates are based on the prevailing schedule as well. Rarely would we require work to be done on Saturdays, Sundays, or holidays.

Recommendation

If the School Committee is in agreement, the following motion is recommended for approval:

MOVE to approve the HVAC Maintenance, repair, and inspection services contract to Renaud HVAC & Controls Inc. beginning July 1, 2022 through June 30, 2025 pursuant to the Invitation for Bids proposal of May 11, 2022 made by Renaud HVAC & Controls, Inc. based on a grand total amount of \$187,650 for the three (3) year contract.

Attachments

Renaud HVAC & Controls, Inc. Bid Proposal Form

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DOUGLAS PUBLIC SCHOOLS

BID SHEET (PAGE 1 OF 4)

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with the Douglas Public Schools and its individual purchasing entities. It is mutually agreed that the proposed contractor is an independent contractor and is in no way an agent, servant or employee of any one of the purchasing entities.

The following prices represent firm prices for each contract year:

Contractor Name: RENAUD HVAC Date: 5-11-22

YEAR ONE JULY 1, 2022 - JUNE 30, 2023

1. Monday thru Friday, 7:00 a.m. to 4:00 p.m.

Master Licensed Technician \$ 120 / per hour x 150 hours = (A) \$ 18,000

Journeyman (Stated Rate) \$ 120 / per hour

Apprentice/Helper (Stated Rate) \$ 96 / per hour

2. Monday thru Friday, 4:00 p.m. - midnight, midnight - 7:00 a.m.

Master Licensed Technician \$ 147 / per hour x 150 hours = (B) \$ 22,050

Journeyman (Stated Rate) \$ 147 / per hour

Apprentice/Helper (Stated Rate) \$ 117 / per hour

3. Saturday, Sunday & Legal Holiday's

Master Licensed Technician \$ 147 / per hour x 150 hours = (C) \$ 22,050

Journeyman (Stated Rate) \$ 147 / per hour

Apprentice/Helper (Stated Rate) \$ 117 / per hour

YEAR ONE TOTAL \$ 62,100
(A+B+C)

YEAR TWO JULY 1, 2023 – JUNE 30, 2024

1. Monday thru Friday, 7:00 a.m. to 4:00 p.m.

Master Licensed Technician \$ 123 / per hour x 150 hours = (A) \$ 18,450

Journeyman (Stated Rate) \$ 123 / per hour

Apprentice/Helper (Stated Rate) \$ 98 / per hour

2. Monday thru Friday, 4:00 p.m. – midnight, midnight – 7:00 a.m.

Master Licensed Technician \$ 147 / per hour x 150 hours = (B) \$ 22,050

Journeyman (Stated Rate) \$ 147 / per hour

Apprentice/Helper (Stated Rate) \$ 117 / per hour

3. Saturday, Sunday & Legal Holiday's

Master Licensed Technician \$ 147 / per hour x 150 hours = (C) \$ 22,050

Journeyman (Stated Rate) \$ 147 / per hour

Apprentice/Helper (Stated Rate) \$ 117 / per hour

YEAR TWO TOTAL \$ 62,550
(A+B+C)

YEAR THREE JULY 1, 2024 – JUNE 30, 2025

1. Monday thru Friday, 7:00 a.m. to 4:00 p.m.

Master Licensed Technician \$ 126 / per hour x 150 hours = (A) \$ 18,900
Journeyman (Stated Rate) \$ 126 / per hour
Apprentice/Helper (Stated Rate) \$ 106 / per hour

2. Monday thru Friday, 4:00 p.m. – midnight, midnight – 7:00 a.m.

Master Licensed Technician \$ 147 / per hour x 150 hours = (B) \$ 22,050
Journeyman (Stated Rate) \$ 147 / per hour
Apprentice/Helper (Stated Rate) \$ 117 / per hour

3. Saturday, Sunday & Legal Holiday's

Master Licensed Technician \$ 147 / per hour x 150 hours = (C) \$ 22,050
Journeyman (Stated Rate) \$ 147 / per hour
Apprentice/Helper (Stated Rate) \$ 117 / per hour

YEAR THREE TOTAL \$ 63,000
(A+B+C)

PRICING SUMMARY

| | | |
|------------------|-------------------|------------------------|
| YEAR ONE TOTAL | \$ <u>62,100</u> | 07/01/2022 – 6/30/2023 |
| YEAR TWO TOTAL | \$ <u>62,550</u> | 07/01/2023 – 6/30/2024 |
| YEAR THREE TOTAL | \$ <u>63,000</u> | 07/01/2024 – 6/30/2025 |
| GRAND TOTAL | \$ <u>187,650</u> | |

NOTE: Minimum Call Back Will Be One (1) Hour.

All materials shall be invoiced at contractor's cost plus 30 %.

Receipt of Addendum Number(s) 0 Dated: _____ is hereby acknowledged and reflected in the Bid price (s) shown.



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School Committee Agenda Item Summary

Date: May 18, 2022
Prepared by: Cortney Keegan, Business & Operations Manager *CK*
Reviewed by: Paul Vieira, Superintendent of Schools *[Signature]*
Subject: FY 2023 – Appointment of School Physician (Contractual Services)

Background

M.G.L. Chapter 71, Section 53 requires a School Committee to appoint a School Physician. Dr. Siraco has served as the district's school physician for a number of years.

Discussion/Analysis

The following services are provided by this contract:

- a. Consultation on the development of policies pertinent to the health and safety of the school, e.g. emergency care plan, first aid program, bee sting protocol, HIV/Aids protocol, environmental safety, athletic safety, Automatic External Defibrillators (AED's) protocol.
- b. Collaborate with the School Nurses, school administrators, and other pertinent school personnel, as well as the Department of Public Health, to develop and implement a program of immunization against communicable diseases and control of other infectious illnesses, e.g. blood borne illnesses, parasitic diseases, and tuberculosis; assists in developing policies on the exclusion and readmission of students based upon the aforementioned conditions.
- c. Consultation regarding medication administration, including non-prescription medications.
- d. Review and approve standing medical orders for emergency medications.
- e. Oversee the purchase of supplies that requires a medical doctor's license.
- f. Consults with the School Nurses on an as-needed basis.
- g. Consults with school administrators and other school personnel as needed.

Financial Impact

The fee is \$3,500 per fiscal year.

Recommendation

If the School Committee is in agreement, the following motion is recommended for approval:

MOVE to approve Dr. Elizabeth T. Siraco as the School Physician for FY 2023 pursuant to M.G.L. Chapter 71, Section 53.

Attachments

FY 2023 Contract for School Physician

Excellence in Education

CONTRACT FOR PERSONAL SERVICES

BETWEEN

DOUGLAS PUBLIC SCHOOLS

AND

DR. ELIZABETH T. SIRACO

This contract is made and entered into by and between the Douglas Public School district, hereinafter referred to as the "District", and Dr. Elizabeth T. Siraco, hereinafter referred to as "School Physician".

1. The purpose of this contract is to retain the services of Dr. Elizabeth Siraco as School Physician for the district.

2. Scope of Work - The School Physician, in exchange for the compensation paid by the District under this contract, agrees to provide the following services:
 - a. Consultation on the development of policies pertinent to the health and safety of the school, e.g. emergency care plan, first aid program, bee sting protocol, HIV/Aids protocol, environmental safety, athletic safety, Automatic External Defibrillators (AED's) protocol.
 - b. Collaborate with the School Nurses, school administrators, and other pertinent school personnel, as well as the Department of Public Health, to develop and implement a program of immunization against communicable diseases and control of other infectious illnesses, e.g. blood borne illnesses, parasitic diseases, and tuberculosis; assists in developing policies on the exclusion and readmission of students based upon the aforementioned conditions.
 - c. Consultation regarding medication administration, including non-prescription medications.
 - d. Review and approve standing medical orders for emergency medications.
 - e. Oversee the purchase of supplies that requires a medical doctor's license.
 - f. Consults with the School Nurses on an as-needed basis.
 - g. Consults with school administrators and other school personnel as needed.

3. Qualifications
 - a. Minimum qualifications
 - i. A license to practice medicine in the Commonwealth of Massachusetts (MGL Ch. 71, Section 53B). A copy must be provided to the district prior to July 1 each fiscal year. This should include the DEA number.

- ii. Knowledge about the health needs of adolescents

- b. Additional preferred qualifications
 - i. Board certified or board eligible in pediatrics or family practice with additional education in the subspecialty of adolescent medicine.

4. The period of performance under this contract will be from July 1, 2022, or date of execution, whichever is later, through June 30, 2023.

5. The District will pay the School Physician a \$3,500 stipend for services. The stipend is due and payable in two installments; one half on or before December 31, 2022 and the remaining half on or before June 30, 2023. The School Physician will invoice the District for said payments at least 3 weeks prior to due date.

6. Termination of Contract
 - a. Termination without Cause
 - i. The District may, in its sole discretion, terminate the contract by providing the School Physician a written notice of contract termination.
 - ii. The School Physician may terminate the contract upon providing the District thirty (30) days written notification of contract termination.
 - b. Termination for lack of Authority
 - i. The District may terminate the contract if any license, permit, or certificate required by law or rule, or by terms of this contract, is for any reason denied, revoked, suspended, or not renewed.

7. Insurance
 - a. The School Physician shall provide medical malpractice coverage, which shall be maintained in full force and effect during the term of this contract. The intent of the insurance coverage is to protect the District should there be any claims, suits, actions, costs, damages, or expenses arising from any negligent or intentional act or omission of the School Physician while performing under the terms of this contract.
 - b. The insurance required shall be issued by an insurance company authorized to do business within the Commonwealth of Massachusetts.
 - c. The School Physician shall submit to the District prior to the execution of the contract a certificate of medical malpractice insurance that outlines the coverage and limits. The School Physician shall submit renewal certificates, as appropriate, during the term of the contract.

8. The District and the School Physician agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state, and local laws, rules and regulations.


9. This contract represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

10. If any term of this contract is declared by a court having jurisdiction to be illegal or unenforceable, the validity of the remaining terms is unaffected, and, if possible, the rights and obligations of the parties are to be construed and enforced as if the contract did not contain that term.

11. This contract shall be subject to the written approval of the District's authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by the written amendment executed by both parties.

12. This CONTRACT is executed by the persons signing below, who warrant that they have the authority to execute the contract.

DR. ELIZABETH SIRACO

By: 
Title: School Physician
Date: 5/11/22

DOUGLAS PUBLIC SCHOOLS

By: _____
Title: _____
Date: _____