

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes Meeting of the Dudley-Charlton Regional School Committee, Wednesday, May 8, 2019, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, MA 01571, at 7:00 p.m.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair  
Pauline J. Aucoin, Chair  
Cathleen Carmignani  
Catherine M. Kabala  
Kenneth J. Laferriere  
Stephanie A. Reed  
Jamie L. Terry

Celeidgh O’Brien, Student Representative.

Also in attendance were Richard J. Mathieu, Director of Finance and Operations; Lorinda Allen, Karen Ares, William F. Chaplin, Christopher E. Starczewski, Jennifer A. Desto, Diane D. Seibold, Barbara A. Marderosian; Fire Captain Rob Barton, Chief Ed Knopf; Bryan Santos, Katie Wilson, Sean Burke, Leonard Harmon, David Macuga; media representatives Rich Earle, audio visual coordinator, Sandra Sullivan, recording secretary.

**I. Call to Order**

The chair called the meeting to order at 7:01 p.m.

**II. Pledge of Allegiance**

The committee welcomed its newest member Kenneth Laferriere, from Charlton.

**III. Approval of Minutes**

- *Minutes of Regular Meeting of Wednesday, April 24, 2019*

A motion by C. Kabala, seconded by S. Reed to approve the minutes of the meeting of Wednesday, April 24, 2019, carried with 6 votes in favor. Mr. Laferriere abstained.

- *Minutes of Executive Session of Wednesday, April 24, 2019*

A motion by S. Reed, seconded by M. Antocci, to approve the minutes of the executive session of Wednesday, April 24, 2019, carried with 6 votes in favor. Mr. Laferriere abstained.

**IV. Approval of Warrants**

The following warrants were distributed and signed by a majority of members without further comment or questions.

Payroll Warrant		Subcommittee Warrant		Accounts Payable Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1290 Void	\$-175.00	117	\$3,371,246.25	120	\$30.00
1291	\$175.00	118	\$1,086,312.02	121	\$237,884.30
1292P	\$1,252,988.01	119	\$44,433.48	122	\$209,858.70
1292D	\$449,357.12			123	\$3,682.35
<b>Total</b>	<b>\$1,702,345.13</b>	<b>Total</b>	<b>\$4,501,991.75</b>	<b>Total</b>	<b>\$451,455.35</b>

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**V. Student Representative Report – Ceilidgh O’Brien**

Miss O’Brien reported on events at Shepherd Hill Regional High School:

The Girls Varsity Lacrosse team is 11 -1 this season and has qualified for districts play. Junior Skylar Pietz has scored 200 goals, and is the leading scorer in all of the Massachusetts Interscholastic Athletic Association.

- Of 11 spring teams, 10 have achieved gold standard, and one achieved silver. All athletes are maintaining good academic standing.
- Track and Field Coach Nicole Fossas has earned the Massachusetts State Track Association Central Mass Indoor Track Coach of the Year honors.
- Shepherd Hill Senior Eric Prussman organized a successful Walk Against Domestic Violence last weekend. The proceeds benefit prevention organizations in the area.
- The 2019 Junior-Senior Prom will be held Saturday, May 18 at the DCU Center in Worcester
- The Gridiron Club will hold its annual golf tournament on Saturday, June 1.
- Shepherd Hill held its First Annual Wellness Week to offer students and staff the tools to manage stress.
- This week is Teacher Appreciation Week

**VI. Student Spotlight – Bryan Santos**

Shepherd Hill Athletic Director Sean Burke introduced Junior Bryan Santos, a member of the Shepherd Hill Regional High School track team who continues to excel in the region, state and country. Just some of his recent accomplishments include his 6.33 seconds in the 55m, is first in the state, his time of 6.79 in the 60, is a New England record. He placed first in the Milrose Games in New York. Mr. Santos was recently names Athlete of the Year by the Worcester Telegram and Gazette.

**VII. Citizens’ Forum**

No one spoke at this time.

**VIII. Communications**

Charlton Fire Chief Ed Knopf and Captain Rob Barton presented on the department’s proposal for a new public safety facility on Masonic Home Road. Captain Barton said efforts have been made over the last 24 years to build a fire station to replace three separate buildings. The Fire Station Study Committee formed two years ago and joined forces with the police department to create a Public Safety Complex. Land was purchased last year, an OPM and architect have been hired, and now it will go before town meeting voters. The departments are hopeful that the project will begin this year.

Capt. Barton shared the history of the fire department showing the various personnel, equipment and facilities that have been added in response to an increase in call volume, and less reliance on mutual aid.

Charlton’s police station opened in 1991, before the advent of the 911 emergency system. Designed to last for 50 years, the station has been outpaced by the need for technology, a growing staff and the various needs of modern police work.

The study committee will choose between two designs for different spots on the 19.3 acre plot purchased from the Overlook. The cost of the project is \$28.5 million. Plans include a community room, More information is available on the Charlton public safety building’s Facebook account.

Captain Barton assured the school committee the town will not dip into the school district's money to complete this project. The district's middle school construction and elementary building project debt comes off the books this year. The district does not presently have a plan to replace it with another project. Captain Barton said the building committee is sensitive to the needs of the schools.

Mr. Laferriere reported on the District-wide art show held Friday, May 4 at Shepherd Hill Regional High School. He congratulated all students on their great work.

Mr. Laferriere also attending a performance of Mary Poppins Jr. at Charlton Middle School on Sunday, and congratulated Director Michele Bucciare on a job well done.

In Dr. Nash's absence, Mr. Mathieu relayed the news of over \$19,000 in recent grants awarded by the Dudley-Charlton Education Foundation: Shepherd Hill science teacher Karin Lebeau, incubator and water bath; Shepherd Hill PE teacher Nate Skermont, for weight room upgrades; Dudley Middle School science teacher Stacy Lynch, to partially implement the Little Lemons Show Choir; Dudley Elementary School Principal Diane D. Seibold and technology teacher Kartrina Schmitt for iPad Integration; Charlton Middle School teacher Kristie D'Arcangelo, for The Grizzly store; Heritage School teachers Tina O'Donnell and Rachael Montville for Lego WeDo 2.0; Heritage School teacher Pam Walsh for Mindfulness and Yoga Parent and Child Program; Charlton Elementary School teacher Brooke Beverly and Principal Lori Pacheco for Innovative iPad Integration. Grants totaling \$

Dudley Middle School students Maria Piekarczyk, Gregory Winans have been recognized as ***New England League of Middle Schools Scholar Leader Awards***. These recipients are chosen by faculty and staff, and are usually among those students who will become standouts at Shepherd Hill Regional High School and beyond.

The students will be honored at a banquet.

Mrs. Aucoin said school committee members are invited to the retirement party for Dudley Middle School teachers Nancy Sage and Lisa Samko, Friday, June 14, at the Inn at Woodstock Hill. Members interested in attending are asked to contact the superintendent's office.

Mrs. Carmignani attended the Dudley Little League Opening Day ceremonies where Mason Road School Principal Jennifer Desto and her husband, former superintendent Gregg Desto, threw out the first pitches.

#### **IX. Superintendent's Report**

This item was tabled in Dr. Nash's absence

#### **X. New Business**

##### **A. FY 2020 Budget Update**

Mr. Mathieu and Dr. Nash met with former vice chair of the Charlton Board of Selectmen Deborah Noble last Friday to discuss questions relative to the Proposition 2 ½ override. Mr. Mathieu said Ms. Noble was receptive to the need for a \$37,000 increase to the town's assessment. They will reach out to newly elected vice chair Karen Spiewak.

Mr. Mathieu reported the recently released Senate Ways and Means Committee budget tracks closely to the House budget. Those numbers are fairly solid but have to pass the full house and full reconciliation.

##### **B. Report of the Director of Finance and Operations (*Vote May be Required*)**

Mr. Mathieu presented the following donations for the committee's consideration.

To Heritage School, two donations to offset deficit lunch balances	\$50
To Charlton Middle School from Mary-Pane Pevay	\$200
To Mason Road School from Squad Locker	\$16.39
To Dudley Middle School from John and Jean Hickey	\$100
To Charlton Elementary School from Plant Aid	\$120

A motion by S. Reed, seconded by M. Antocci to accept the donations as presented, was approved by unanimous vote.

Mr. Mathieu presented an updated quarterly report to show that, overall, the general fund is in fairly good shape. At this point, Mr. Mathieu projects a \$1.2 or \$1.3 million balance in the E and D fund to end the year.

Mr. Mathieu reported the cooling tower at Dudley Middle School is in need of drastic repair. There are three options, two of which we have estimated costs. There is an estimate of \$70,000 to replace the entire unit. One option is to replace the basins at \$30,000, but rest of the unit will need replacement in a couple of years. Mr. Mathieu said a rental has been discussed, and it is doubtful that this is economically feasible. The tower is working, but because of wear and tear, there is the possibility of flakes of metal getting into the system. The 20-year-old tower lived its life expectancy. The Charlton Middle School tower is not in as bad shape.

Regarding the facility study process, Mr. Mathieu said rather than put out an invitation for bids, he will put out a request for proposals. We can use evaluation criteria which must be published in the RFP. In this process we are not tied to the lowest price bid, but can select the most advantageous. If we proceed, Mr. Mathieu will ask members of the school committee to work with him on the evaluation.

C. Consideration to Collect School Lunch Account Debts, Food Services Director, Policy JQ (*Vote Required*)

Mrs. Aucoin requested this item as the district's policy states legal action may be taken, but it does not define the type of legal action.

Mr. Mathieu reported that he and Mr. Greenberg contacted a collection agency today.

Mrs. Aucoin expressed concern about the aggressiveness of some collection agencies, and whether there is any alternative to this process. She asked if the cafeteria department has been diligent in sending out letters to those whose accounts are in arrears.

Mr. Greenberg and his staff continue to send out letters in hopes of receiving outstanding balances. Mr. Mathieu said the outstanding accounts represent \$25,000 total debt at this point, with some accounts continuing to increase with deficit charges.

Mrs. Aucoin said he has received information about the cafeteria revolving account, which has a balance of \$260,000. She said while this money cannot be used to offset the deficit, it can be used for other expenses. She said the school committee is not in the business of hiring a collection agency for student lunches.

Mr. Laferriere said there needs to be a balanced approach: collect the debt but work with administrators to enforce the policy.

Mrs. Antocci said the deficit can't be written off, but the cafeteria staff is aware there are people who cannot afford to pay their debts. She said collection efforts would be aimed at those who can pay but don't. Mrs.

Antocci said the committee needs to pursue some sort of agency to retrieve the debt due by those who are abusing the system.

Mr. Mathieu said the collection agency would only pursue those accounts that are identified by the district.

A motion was made by S. Reed, seconded by M. Antocci to hire a collection agency to collect the debt.

Mrs. Kabala requested additional information about the agencies before making a decision. Mr. Mathieu indicated he did not want to conduct interviews with agencies and then have the committee vote against it.

Mrs. Kabala said the motion should be changed to authorize Mr. Mathieu to start the process.

Mrs. Antocci withdrew her second, Mrs. Reed withdrew the motion.

Mr. Mathieu suggested authorizing him to utilize a collection agency understanding the agency will need to appear before the school committee before it is hired

A motion by S. Reed, seconded by M. Antocci to authorize the finance director to utilize a collection agency to collect the school lunch debt, understanding the CA will come before the school committee before it is hired, and the motion carried, 6-1 with Mrs. Aucoin opposed.

D. Budget and Finance Subcommittee Report *(Vote May be Required)*

Mrs. Reed reported on the subcommittee meeting of Tuesday, May 7 stating that Mr. Mathieu reviewed the Joint Financial Planning Meeting with Deborah Noble, Vice Chair of the Charlton Board of Selectmen.

Mrs. Reed reported the Houghton Mifflin reading series will be piloted for 3-4 months of the 2019-2020 school year, rather than purchase the curriculum outright. A full professional development day will be devoted to the series in March 2020. The five year contract with Houghton Mifflin provides a library of resources for teachers. There will be a demonstration of the new reading curriculum Wednesday, May 15 at Heritage School at 3:30 p.m.

The subcommittee has recommended purchasing the Frontline substitute management program; however, substitute coordinators will be maintained at Charlton Middle School, Dudley Middle School, and Shepherd Hill for one year to manage the process for one year at a stipend of \$1,000 each.

Mrs. Reed reported that the district has received 34 applications for the School Choice program for the 2019-2020 school year. Six of those are for students in grades 10-12.

The deadline for applications has been extended to June 1. All current applicants will be notified of their acceptance.

E. Discussion of MARS District Office Reorganization Plan Proposal *(Vote May be Required)*

This item was tabled.

F. Consideration to Approve Job Titles and Descriptions *(Vote Required)*

- Director of Special Education to Director of Pupil Personnel Services
- Special Education Team Chair to Special Education Coordinators

This item was tabled.

G. Report of the Policy Review Subcommittee, Proposed for Action, First Reading

Proposed for Amendment	Proposed for Adoption	Proposed for Deletion	Reviewed – No Changes
		<p>Policy GD –Transfers, Promotions, Vacancies</p> <p>This policy is recommended for deletion, as this language needs to be in the collective bargaining agreement and employee wage and benefit agreements.</p> <p>A motion by C. Kabala, seconded by S. Reed to delete Policy GD, Transfers, Promotions and Vacancies, was approved by unanimous vote.</p>	<p>Policy JQ, Student Food Services Accounts –This policy was reviewed for clarification of procedures, with no action until a review during the 2019-2020 school year.</p> <p>Mr. Greenberg will implement the collection efforts under this policy as presently written.</p>

Mrs. Antocci reported the following policies are presently being reviewed by the subcommittee:

JCLB – Inoculation of Students – policy is under review for legal advice on requirement to keep unvaccinated students out of school during an outbreak.

IJOA – School sponsored field trips – policy is under review as currently several different forms are in use, one of which dates back to 1999. The subcommittee said the policy needs to address the process by which teachers are requesting trips for in-state and international overnight travel and day trips.

Mrs. Aucoin thanked Mrs. Antocci for her good work reviewing policies.

H. Consideration of Requests for Overnight / Out of State Travel Policy IJOA (*Vote Required*)  
Shepherd Hill Regional High School Band (two requests)

The committee is being asked to consider three requests for overnight travel.

Shepherd Hill Band Director David Macuga presented two requests as follows:

Trip #1 US Band Nationals, November 8-10, 2019, MetLife Stadium, Rutherford, NJ. The Shepherd Hill band has captured first place in its division at this competition four times. This trip would be the 14<sup>th</sup> year going. Mr. Macuga explained this is a required, co-curricular trip.

Mr. Macuga estimates the total cost of the trip as \$319 per student. The Shepherd Hill Music Parents Association has offered \$2,000 to offset the cost to students. Students may also earn money completing music department work study assignments, and other fund raisers.

The committee expressed concern for the presence of medical personnel and an awareness of potential medical issues. Mr. Macuga said students complete a health form, which lists all prescriptions and health information.

Mrs. Antocci noted that, to date, groups requesting overnight travel have not been following the current policy as they are supposed to return to the committee with updated information within 30 days of departure.

Trip 2: Mr. Macuga requested the committee’s approval of travel to Orlando, Florida to compete in the Orlando Heritage Festival at Universal Studios and Disney World April 17-21, 2020. Mr. Macuga said the band takes this

trip to Orlando every four years. This trip is not required trip, but provides performance experience, and an opportunity for students that families might not otherwise be able to afford.

Mr. Macuga said the trip cost is estimated at \$1,550-\$1,750, but this could change based on how many student sign up. There is a payment plan for families.

While there is no nurse traveling with the group, Mr. Macuga said both Disney and Universal are equipped to handle emergencies.

Trip #1 – A motion by C. Kabala, seconded by S. Reed to approve the request by the Shepherd Hill Marching Band to travel to Rutherford, NJ, November 8-10, 2019 for the US Bands National Championships, was approved by unanimous vote.

Trip #2 – a motion by K. Laferriere, seconded by C. Kabala to approve the request by the Shepherd Hill Marching Band to travel to Orlando, Florida to compete in the Orlando Heritage Festival at Universal Studios and Disney World, April 17-21, 2020, was approved by unanimous vote.

#### Shepherd Hill Regional High School Chorus (one request)

Shepherd Hill Chorus Director Becky Bussiere requested the committee's approval of travel to Loveland Ohio, to compete in the Showfest Show Choir Competition during February vacation, Feb. 13-16, 2020. Mrs. Bussiere said a parent who is a registered nurse does accompany the group on the trip.

A motion by C. Kabala, seconded by K. Laferriere to approve the request by the Shepherd Hill Chorus to travel to Loveland, Ohio, February 13-16, 2020, was approved by unanimous vote.

Mrs. Kabala commended Mr. Macuga and Mrs. Bussiere on their work to arrange these trips for students.

Mrs. Bussiere reported on efforts to rename the Shepherd Hill auditorium in honor of retired music teacher and chorus director Connie Galli. An evening of musical tributes by current music students as well as distinguished alumni and friends is scheduled for June 8, and the committee will receive invitations.

#### I. Consideration to Appoint District Treasurer *(Vote Required)*

Dr. Nash and Mr. Mathieu interviewed three candidates: Carol Baron, Joseph Campbell, and June Hubbard-Ward. Both agree that Ms. Hubbard-Ward stood out for her certification, and experience in the role. Ms. Hubbard-Ward served as finance director in the town of Northborough.

Mr. Mathieu said Dr. Nash supports the recommendation to appoint June Hubbard-Ward as district treasurer at the annual salary rate of \$17,150.

A motion by J. Terry, seconded by C. Carmignani to appoint June Hubbard-Ward as District Treasurer at the annual salary rate of \$17,150, was approved by unanimous vote, and to be effective May 24, 2019, upon the resignation of current district treasurer Melinda Ernst Fournier.

Mrs. Terry said she worked with Ms. Hubbard-Ward for 10 years, and cannot speak highly enough about her.

#### J. *Consideration of Request to Extend Leave of Absence (Vote Required)* *Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019, Article XV, Extended Leaves of Absence, Item J,* *-Kevin Foley, Teacher of PE, Charlton Middle School*

This item was tabled at the committee's April 24 meeting as there was no medical information provided.

Dr. Nash provided information the committee may wish to utilize in weighing the options that are available to them when considering leaves under Article XV, Item J.

A motion was made by K. Laferriere, seconded by C. Kabala to grant the leave as requested for the 2019-2020 school year.

Mrs. Antocci agreed with Dr. Nash's recommendation to request additional medical documentation before making a decision. Dr. Nash wrote that the committee may ask Mr. Foley to sign a release in order to allow the district to talk with his medical provider so that the physician can provide a medical opinion as to whether or not Mr. Foley's medical issue prohibits him from performing the essential functions of his position as a middle school PE teacher.

In the past, district has sent a job description to the medical provider.

Mrs. Carmignani said the committee needs to have exact knowledge from the employee's doctor of the nature of the injury, length of leave, and what work can be performed by the employee. Cc: would request more information so that person could be moved elsewhere in the district depending on certification and still teach.

Mrs. Antocci said granting further leaves may create a situation where the substitute teacher in the position gains professional status, and sets a precedence for future employees.

Mrs. Carmignani suggested seeking legal advice, word it in such a way as to not set precedence. Need to protect the district with safeguards.

Mrs. Kabala suggested tabling the request, as, if it is defeated, it can't be brought up again.

Mrs. Carmignani withdrew her second, and Mr. Laferriere withdrew his motion.

The item was tabled pending legal advice and medical documentation. A job description will be sent to Mr. Foley's medical provider.

#### **XI. Next Meeting Dates**

**School Committee Meeting:** Wednesday, May 22, 2019, Charlton Middle School, 2 Oxford Road, Charlton, 7 p.m.

**Budget and Finance Subcommittee Meeting:** Tentatively May 22 if needed, 6 p.m. only if needed prior to town meeting, Shepherd Hill Regional High School, 8:30 – 10:30 a.m.

**Policy Review Subcommittee:** Monday, May 13, 2019 and Tuesday, May 21, 2019, Shepherd Hill Regional High School, 9 a.m.

Wage and Benefit Subcommittee: May 20 at Shepherd Hill Regional High School, 8:30 am.

**XII.** Future Agenda Items – School Improvement Plans, Student Handbooks, Action item: Vote on the substitute coordinator stipends at the next meeting, leave of absence, MARS District Office reorganization, Special Education Reorganization, change of meeting location.

**XIII. Executive Session:** "to discuss strategy with respect to collective bargaining with union personnel..."

*Dudley-Charlton Teachers Association*

The chair entertained a motion to enter executive session to discuss strategy with respect to collective bargaining with union personnel, and to reconvene in open session for the purpose of adjournment, was approved by unanimous roll call vote at 9:52 p.m.

The committee returned to open session at 10:42 p.m.

**XIV. Adjourn**

A motion by S. Reed, seconded by M. Antocci, to adjourn the meeting was approved by unanimous vote at 10:42 p.m.

Items used for this meeting include

<i>Agenda for May 8, 2019</i>	<i>Minutes of School Committee Meeting 4/24/19</i>	<i>Minutes of Executive Session 4/24/19</i>	<i>Superintendent's Report: Special Topics 5/3/19</i>
<i>Superintendent's Report: New Business Items 5/3/19</i>	<i>Biography of Bryan Santos</i>	<i>Minutes of Budget and Finance Subcommittee Meeting of 4/9/19</i>	<i>Finance Director's Report of 5/3/19</i>
<i>Requests for Overnight Travel: Shepherd Hill Band -2 Shepherd Hill Chorus</i>	<i>Policy JQ</i>	<i>Policy GD</i>	<i>Job Descriptions: Current Team Chair Proposed Special Education Coordinators</i>
<i>Job Descriptions: Current Director of Special Education Proposed Director of Pupil Personnel Services</i>	<i>District Treasurer Appointment</i>	<i>Leave Request K. Foley Letter Dr. Note Leave Request Options</i>	<i>Superintendent-elect Lamarche recommendation of MARS reorganization</i>

Respectfully submitted by Sandra Sullivan, recording secretary