

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, April 10, 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
Elaine M. Rabbitt
Jamie L. Terry

Ceilidgh O'Brien, Student Representative

Stephanie A. Reed was not in attendance.

Also in attendance were Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations, district administrators Lorinda Allen, Karen Ares, William Chaplin, Jennifer Desto, Barbara Marderosian, Christopher E. Starczewski; Ashley Gustafson, Kim Gajewski, Christine Savoie, Michele Hooper, Lisa Provost, Matthew Greenberg, Craig Smith, Harry Logan, Wayne Tower; Mason Road School kindergarten students and parents; media representatives, Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

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

II. Pledge of Allegiance

The pledge of allegiance was led by Emma Puchalski of Mason Road School.

III. Student Spotlight – Mason Road School

Kindergarten classrooms were given the charge of devising a project to show ideas of how to make the town of Dudley a better place. A hotel treehouse, a shopping center, and lots of robots are just some of the ideas presented.

IV. Acknowledgement of Appointment Mason Road School Principal

Used this opportunity to announce the appointment of Mason Road School, effective July 1, 2019. Advocate for excellence and equity.

V. Approval of Minutes

- *Minutes of Regular Meeting of Wednesday, March 27, 2019*

A motion by M. Antocci, seconded by C. Kabala, to approve the minutes of the meeting of Wednesday, March 27, 2019, as corrected, was approved by unanimous vote.

- *Minutes of Executive Session of Wednesday, March 27, 2019*

A motion by M. Antocci, seconded by C. Kabala, to approve the minutes of the executive session of Wednesday, March 27, 2019, as corrected, was approved by unanimous vote.

VI. Approval of Warrants

Payroll Warrant		Subcommittee Warrant		Accounts Payable Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1238ADJ	\$129,603.25	107	\$30.00	111	\$45.00
1284D	\$446,495.51	108	\$5,062.20	112	\$123,263.58
1284P	\$1,247,530.16	109	\$638,623.23		
		110	\$233,590.37		
Total	\$1,823,628.92	Total	\$877,305.80	Total	\$123,308.58

VII. Student Representative Report – Ceilidgh O’Brien

Miss O’Brien reported on the District Show Choir Show being held this evening at Shepherd Hill featuring show choirs from Charlton Middle School, Dudley Middle School and Shepherd Hill Regional High School. The Shepherd Hill Band will hold its Spring Band Concert on Tuesday, April 23, 2019. The Girls Varsity Lacrosse team has gone undefeated this spring. Drew Montigny has earned a Scholar Athlete Award, courtesy of the National Football League. The Global Awareness Program participants leave for their 12 day trip to Barcelona, Provence, and the Alps on Friday, April 12. Dudley Middle School will host the Health and Wellness Fair on April 22, featuring a presentation of *Screenagers* from 6-7 in auditorium.

VIII. Citizens’ Forum

Stefan Sage, Charlton, expressed disappointment with the capital plan presentation offered at the March 27, 2019, meeting. He said the firm did not initially answer question about costs. Mr. Sage said this study could be conducted by employees, as the custodial staff knows enough about the buildings, and teachers know about conducive learning environments. Mr. Sage said tonight’s presentation by kindergartners shows students have a great deal of knowledge about making the towns a better place. Mr. Sage said the district is aware that we have buildings with roof problems, yet we have no money to spend on something that can be done ourselves.

IX. Communications

Dr. Nash read two letters: District Treasurer Melinda Ernst-Fournier, submitted her resignation effective April 24, 2019. Mrs. Fournier has taken a job as treasurer for the town and county of Nantucket. Mrs. Aucoin said she will be sorely missed. Mason Road School Nurse Maureen Gagnon has submitted her intent to retire effective April 22, 2019. Mrs. Gagnon has been out on leave this year. This position has been posted and filled by Roberta Johnson, currently a school nurse in Northbridge. Dr. Nash thanked District Nurse Coordinator Marilyn Gerrard for working diligently to find substitutes throughout the year at Mason Road School. The committee thanked Mrs. Gagnon for her service.

Mrs. Rabbitt said she received a communication from a district retiree regarding the proposal to purchase health insurance from a joint purchasing group. Mrs. Rabbitt directed that person to Mr. Mathieu.

Mrs. Aucoin and Mrs. Kabala also received communications from retirees and current district employees.

X. Superintendent’s Report

Dr. Nash had no report this evening.

XI. New Business

- A. District Health Insurance Joint Purchasing Agreement Update (*Vote may be Required*)

Mr. Mathieu said we were given a two week reprieve to hold two additional meetings for employees and retirees to ask questions about the insurance purchase group. He noted the Insurance Advisory Council voted unanimously to support the proposal to join the joint purchasing group.

A motion by M. Antocci, seconded by E. Rabbitt to authorize the Dudley-Charlton Regional School District to enter into the Joint Purchasing Group for health insurance for employees, was amended by M. Antocci, seconded by E. Rabbitt to include that the insurance plan for retired employees will mirror the current plan offered to them, and this was approved by a vote of 5 in favor, and one abstention. Voting in favor were M. Antocci, P. Aucoin, C. Kabala, E. Rabbitt, J. Terry. Mrs. Carmignani abstained as an immediate family member is a retired district employee. She also has filed a disclosure with the town clerk. Mrs. Aucoin said she had received a previous ruling by the Ethics Commission that allowed her to vote despite her immediate family member's employment as a teacher in the district. The Ethics Commission said the benefit was for all employees, not just members of the collective bargaining unit.

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

Mr. Mathieu presented a donation for the committee's approval:

To Charlton Elementary School, from the Charlton PTO \$1,385

A motion by C. Kabala, second by M. Antocci, to accept the donation as presented, was approved by unanimous vote.

Mr. Mathieu reported on a recent meeting with the Dudley Board of Health, who has informed the district that outside groups who use the schools for events are not requesting the required food permits from the town. The district's current policy requires groups to contact the board of health in the appropriate town regarding necessary permits. Mr. Mathieu said the district needs to remind groups of this requirement, and follow up to ensure that all groups meet the requirement. The BOH has requested that the following information be provided as well:

- Listing of staff who are responsible for food safety at the event (ServSafe certified)
- Menu
- Vendor where food was purchased.

Both towns have asked that we mirror the process, and provide a better line of communication with groups that use our facilities. The district will amend its form to show what is needed.

Mrs. Antocci said this can be reviewed in the policy subcommittee meetings.

C. Budget and Finance Subcommittee Report *(Vote may be Required)*

Mrs. Rabbitt said the subcommittee met April 9 and covered many of the topics that are on this evening's agenda.

We discussed the need to follow up on the March 20 joint financial planning meeting by meeting with town administrators. The Charlton own Administrator is currently on leave.

The subcommittee discussed the impact of the final budget recommendation. New reading curriculum is one item that was labeled as a priority. Other items were the MARS reorganization study and accompanying financial impact, a substitute management system, school choice, student fees and food services.

D. Policy Review Subcommittee Report - Consideration to Amend District Policies,

Second Reading and Adoption (*Vote Required*)

A motion by E. Rabbitt, seconded by C. Kabala to waive the reading of the policies, was approved by unanimous vote.

Proposed for Amendment	Proposed for Deletion	Proposed for Adoption
Policy A motion by C. Kabala, second by E. Rabbit, approved by unanimous vote.	Policy GCCBA – A motion by C. Kabala, second by M. Antocci, approved by unanimous vote.	Policy ACE – A motion by E. Rabbitt, second by C. Carmignani, approved by unanimous vote.
Policy ACAB – Motion by E. Rabbitt, second by C. Carmignani, approved by unanimous vote	Policy JLCC-A – A motion by C. Kabala, second by M. Antocci, approved by unanimous vote.	Policy JLCEA – R – A motion by E. Rabbitt, second by C. Carmignani, approved by unanimous vote.
Policy ADC, <i>first reading</i> , A motion by C. Kabala, second by J. Terry approved by unanimous vote.		
Policy JEB –A motion by C. Kabala, second by C. Carmignani approved by unanimous vote.		

- E. Consideration to Authorize Superintendent to Submit a Statement of Interest (SOI) to the Massachusetts School Building Authority (*Vote Required*)

The chair read the following motion into the record:

Resolved: Having convened in an open meeting on Wednesday, April 10, 2019, prior to the closing date, the Dudley-Charlton Regional School Committee of Dudley and Charlton, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 10, 2019, for Shepherd Hill Regional High School, located at 68 Dudley-Oxford Road, Dudley, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future **Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements**, and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Dudley--Charlton Regional School District to filing an application for funding with the Massachusetts School Building Authority.

This motion was made by M. Antocci, second by E. Rabbit, and approved by unanimous vote.

F. Update on Teaching and Learning, K. Ares, STEAM/B. Marderosian, Curriculum Director Barbara Marderosian reported that in June 2018, Massachusetts Department of Elementary and Secondary Education changed the social studies standards, which impacts grade 8 with the addition of a civics course and required projects for secondary. This will lead to civics MCAS for grade 8. The curriculum director formed a social studies task force in September 2018 to address these needs. A new course is expected to be rolled out fairly quickly. Currently, World History is being taught.

There are two new state mandates for English Learners: the state approved the LOOK Act, (Language Opportunity for Our Kids); The State Seal of Biliteracy will recognize students who speak, read, and write in other languages.

The state has replaced the Coordinated Program Review with Tiered Focus Monitoring. This self-evaluation for the state will begin with onsite visits in School year 2019-2020.

The Annual Health and Wellness fair will be held April 22. The movie *Screenagers* is the focal point, but there will be other displays.

Mrs. Carmignani said staff in the district in which she teaches uses new material to create its own curriculum.

Mrs. Rabbitt said the state's unfunded mandates is a frequent topic of discussion at state level meetings, and state Auditor Suzanne Bump has been particularly vocal in speaking out against them. Mrs. Rabbitt recommended Dr. Nash send a letter to Auditor Bump notifying them of the unfunded civics mandate.

A motion by E. Rabbitt, seconded by C. Kabala to authorize the superintendent to write a letter to State Auditor Suzanne Bump regarding the financial impact of the unfunded mandate to provide civics courses at grade 8, was approved by unanimous vote.

Mrs. Carmignani suggested copying town official on this letter.

STEAM Director Karen Ares offered an update on district STEM activities:

Project Lead the Way has been successful throughout the district with a biomedical science pathway, Gateway for design and modeling, automation and robotics, the formation of a STE Task Force for grades 7-12, and a Math Task Force for grades 4-8. Looking ahead, there will be Project Lead the Way engineering and Innovation Pathways, as well as developing hands-on tasks for participants.

Mrs. Ares said Principles of Biomedical Science, which is a forensics unit, as well as Human Body Systems are in their second year. Next year she will introduce Medical Interventions allowing students to learn to diagnose, prevent, and treat.

The district has received a five-year designation for Innovation Pathways by the Massachusetts Department of Elementary and Secondary Education. This program gives students coursework and experience in a specific high-demand industry such as information technology, engineering, healthcare, life science and advanced manufacturing. The pathways will lead to technical and college level courses.

Mrs. Ares said the district is waiting for word on an implementation grant through the Innovation Pathways that would allow transformation of high school science labs into engineering rooms. The district would receive an additional per pupil expenditure for those enrolling in these DESE-sanctioned courses.

The district has also applied for a Capital Skills grant which would fund the equipment for those labs. The district will collaborate with a fabrication lab in Whitinsville and develop a certificate program that is presently offered by community colleges.

G. Update on District Food Services Program, M. Greenberg

Mr. Greenberg offered an update on efforts to collect unpaid lunch account balances.

Since March 27, Mr. Greenberg and his staff has collected \$5,000 of the \$29,982 debt. He has sent 32 certified letters to those with the largest balances in the middle schools and high school, which accounts for \$7,500 of the debt. As of this date, he has received 10 responses, not all with payment.

Mr. Greenberg said he is spending an inordinate amount of time on this effort. Other measures include sending 3,000 emails to anyone with a balance, including current Bay Path students, and Shepherd Hill graduates.

Mr. Greenberg said there are many issues to rectify. Every school follows a different policy on sending messages to parents in debt. He suggested establishing standard operating procedures across the district, to include communications, and clear policies. Mr. Greenberg said the department is plagued by inaccurate contact information. He suggested establishing a chain of command with points of contact, with the final step being sent to collections or small claims court.

Mrs. Aucoin said she does not want the students put in the middle of this, or shamed for having an outstanding balance. She said paying the debt is the parents' responsibility.

Mrs. Antocci said collection efforts must be tailored to the different levels. She said at the high school these are young adults going into the work force. They are old enough to pay their own bills and have adult conversations. Simply put, the food service personnel are saying please have your parents give us a call, this is not shaming. Even seventh or eighth graders know what they are doing. Mrs. Antocci said we cannot continue to perpetuate this debt as the district needs the money. She said not all cases involve people who cannot afford to pay. Mrs. Antocci said the food service goes above and beyond to help those people.

Mrs. Rabbitt acknowledged the efforts of Charlton Elementary School to collect debts. Weekly reminders, collections for families who are struggling.

Mr. Greenberg would like to propose a sliding cap for next year. It is similar to a credit card that one the limit is reached, it cannot be used. The limit for secondary level is 10 meals. Then, they will be offered a secondary meal.

Mr. Greenberg will schedule appointments with the collection agencies to determine their services and compensation. He will continue trying to collect balances of \$75-\$125, beginning with phone calls.

Mr. Greenberg said there is currently \$10,319 owed by high school students, representing 287 people. Twenty of them are staff with higher balances.

Mr. Chaplin spoke about efforts to wipe out the balances. Graduates will now have to clear charges with the cafeteria. Juniors will be in good financial standing to get a parking spot.

Mr. Greenberg will send:

1. Weekly email
2. Notification in folders

The committee will revisit this at the end of this year, keeping the committee informed along the way. Mr. Mathieu said there may be no need to amend policy JQ.

H. Discussion of MARS District Office Reorganization Plan Proposal (*Vote may be Required*)

Mrs. Aucoin said discussion on the reorganization plan will be tabled this evening; however, Mrs. Aucoin said the committee can consider the job descriptions.

Dr. Nash said following discussions with the Budget and Finance Subcommittee, she is recommending approval of job descriptions 2-20, as #1 is for the superintendent, and this has been updated.

Dr. Nash will be discussing the proposed reorganization with superintendent-elect Mr. Lamarche to get his opinion on this before the committee votes.

Mrs. Kabala asked that this item be tabled as she has questions about the job descriptions as she has comments.

This item was tabled.

I. Discussion of Proposed District Capital Plan Study (*Vote may be Required*)

This item was tabled.

Mrs. Rabbitt said this was discussed Tuesday in the Budget and Finance Subcommittee meeting as a follow up to the joint financial meeting. The school committee \$149,000 additional request will be taken from E and D and Circuit Breaker. The subcommittee agreed to discuss capital needs with the towns to get on their radar for future funding consideration.

The Budget and Finance Subcommittee recommends not moving forward with this study, but putting the resources toward the more immediate need to address the Charlton Middle School roof.

At this time, Mr. Mathieu and Mr. Packard are working with a roofing company to determine if any work can be done by staff. The district will move forward in January with a debt exclusion request in Charlton to repair/replace the roof. Next year, the district will begin discussions with both towns regarding capital needs and expenditures in FY 21.

J. Consideration of Request for One-Year Leave of Absence (*Vote Required*)

Shepherd Hill Family and Consumer Science Teacher Ashley Gustafson is requesting a one year unpaid leave of absence Item, L, to study and research employment in another field.

Dr. Nash recommended approval.

A motion by C. Kabala, seconded by E. Rabbitt to approve the request for unpaid leave for the 2019-2020 school year as presented, was approved unanimously.

Ms. Gustafson has established her own motivational speaking platform, *Navigating Through Quicksand*, and speaks at workshops throughout New England and across the country.

XII. Next Meeting Dates

School Committee Meeting: Wednesday, April 24, 2019, Charlton Middle School, 2 Oxford Road, Charlton, 7 p.m.

Budget and Finance Subcommittee Meeting: Tuesday, April 23, 2019, Shepherd Hill Regional High School, 8:30 – 10:30 a.m.

Policy Review Subcommittee: Tuesday, April 30, 2019, 9 a.m. May 6, 1 p.m. Shepherd Hill Regional High School, 9 a.m.

Wage and Benefits April 23, 10:30 a.m.

Dudley-Charlton Teachers Association Negotiations, April 12 at 3:30

XIII. Future Agenda Items – FY 20 budget, MARS – District Office Reorganization Proposal, DRA,

XIV. 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 toreturn to vote if necessary and adjourn, unanimous at 10:04 p.m.

XV. Adjourn

The committee returned to open session at 10:54 p.m.

A motion by E. Rabbitt, seconded by C. Carmignani to adjourn the meeting was approved by unanimous vote at 10:54 p.m.

Items used for this meeting include:

Agenda for Wednesday, April 10, 2019	Minutes of the meeting of Wednesday, March 27, 2019	Minutes of the Executive Session of Wednesday, March 27, 2019	Minutes of the Budget and Finance Subcommittee March 12, 2019
Superintendent’s Special Topics Report	Superintendent’s New Business Items Report	Policies A, ACAB, ACE, ADC, GDDBA, JEB, JLCC-A, JLCEA-R	FAQ Joint Purchase Agreement
Harvard Pilgrim Health Plans	Food and Nutrition Department Presentation	MRS Principal Year in Review	Mason Road School Student Spotlight
Request for Leave of Absence	School Committee Update on Professional Development	STEM Curriculum Update	Statement of Interest Draft
SOI Vote Language	TFM Cohort B		

Respectfully submitted by Sandra Sullivan, recording secretary.