

## **DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Thursday, June 9, 2016 at Shepherd Hill Regional High School, 68 Dudley-Oxford Rd. Dudley, MA, 7:00 p.m.

In attendance were members of the School Committee:

Mary N. Antocci  
Pauline J. Aucoin, Chair  
Raymond J. Chalk, Vice Chair  
Catherine M. Kabala  
Joseph M. Pietrzak  
Elaine M. Rabbitt  
Stephanie A. Reed

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Karen Ares, Jody A. O'Brien, Dean W. Packard, John D. Paire, Mary A. Pierangeli; Dudley-Charlton Teachers' Association President Kevin Foley; Charlton residents Stefan Sage and Stacy Stevens; 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**

### **III. Approval of Minutes**

A. *Minutes of the Evaluation Training Meeting of Wednesday, May 25, 2016 Mr. p abstain*

A motion by J. Pietrzak, seconded by S. Reed to approve the minutes of the MASC Evaluation Training Session of Wednesday, May 25, 2016, was approved by a majority vote of 6-0. Mr. Chalk abstained.

B. *Minutes of Regular Meeting of Wednesday May 25, 2016*

A motion by J. Pietrzak, seconded by M. Antocci to approve the minutes of the regular meeting of Wednesday, May 25, 2016, as corrected, was approved by unanimous vote.

C. *Minutes of the Executive Session of Wednesday, May 25, 2106*

A motion by J. Pietrzak, seconded by M. Antocci, to approve the minutes of the executive session of Wednesday, May 25, 2016, was approved by unanimous vote.

### **IV. Approval of Warrant**

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

<b>Warrant #</b>	<b>Amount</b>
59	\$531.00
62	\$3,272,183.55
63	\$1,001,316.25
64	\$463,031.68
1062D	\$494,162.31
1062P	\$1,387,718.48

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1063PV	-\$2979.50
1064D	\$1,003.10
1064PReis	\$5,772.65
<b>Total</b>	<b>\$6,622,739.52</b>

**IV. Citizens' Forum**

Stacy Stevens of Charlton, requested to speak during the committee's discussion on non-resident participation in extra-curricular activities.

**V. Communications**

There were no communications to report.

**VI. Superintendent's Report**

1. Mr. Desto congratulated the class of 2016 who graduated Sunday, June 6 at the DCU Center. As indicated in the destination report, 82% of the class will enroll in two and four-year public and private colleges; 4% will join the military and 13% will gain employment. Mr. Desto referenced the students' speeches, saying they offered mature themes for students so young.

Mr. Desto thanked the staff who stepped up to make all senior activities special, including administration, senior class advisors Amanda Holton and Lisa Incutto, as well as secretaries Lynn Spahl and Sheila McGrail.

2. The Joint Conference of the Massachusetts Association of School Committees, and the Massachusetts Association of School Superintendents will be held November 2-5, 2016 in Hyannis. Mrs. Antocci, Mrs. Rabbitt and Mrs. Reed indicated they would like to attend. Mr. Desto will also attend. There is a considerable savings for early registration.

3. Upcoming end-of-year events include Charlton Middle School Grade 8 festivities, Team 8-1 at 9:30 a.m. and 12:30 in the auditorium, as well as the Dudley Middle School Promotion Ceremony on Friday, June 17.

**VII. Student Representative Report**

This item was tabled as representative Jack Bagan has graduated.

**VIII. New Business**

**A. Review of Changes to Student Handbooks (*Vote May be Required*)**

Mrs. Pierangeli said there is one proposed change to the 2016-2017 Student Handbook as approved by the department coordinators. Currently, summer school is weighted as 1/5 of the student's final grade. The student must attain a grade of C to earn the credit. Under the current requirements, a student with a final average of 52 and therefore eligible to attend summer school, must earn a summer school grade of 92. This poses a daunting challenge to most students who consider summer school. The school council has proposed a minimum summer school grade of 75 must be attained to earn the credit. Under this proposal, the summer school grade will now be 50% of the student's grade.

A motion by C. Kabala, seconded by R. Chalk to approve the changes to the 2016-2017 School Handbook as proposed, was approved by unanimous vote.

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Mrs. Rabbitt asked that the handbook reflect the committee's recommended language concerning possible increases to the student parking fees in each of the next two years. The committee has reserved the right to evaluate the fees every year, and offer a general statement to students and parents that all fees will be evaluated each year by June 30 for possible increases. This was recommended by the Budget and Finance Subcommittee.

A motion by C. Kabala, seconded by S. Reed to add the language concerning possible increases to parking fees, was approved by unanimous vote.

Principals Packard and Paire discussed several changes to the Middle School Handbook regarding dress code violations, usage of electronic devices, and the recently amended school committee policy JK, suspension and Expulsion.

A motion by R. Chalk, seconded by M. Antocci to approve the changes in the middle school handbook was approved by a vote of 6-1. Mrs. Rabbitt was opposed.

**B. Non-Union Wages and Benefits Update (*Vote May be Required*)**

Mrs. Aucoin and Mrs. Kabala served on the subcommittee and said the committee will meet in executive session following tonight's meeting to review the proposals, and to return to open session for a possible vote.

**C. Consideration to Change Job Titles and Descriptions – Data Specialist-Central Registrar / STEM Teacher(*Vote Required*)**

Mr. Desto included a job description for this position, saying it is necessitated by our reliance on data. The DESE requires detailed submissions of data several times per year and there is a need to ensure accuracy. In addition, secretaries have indicated that central registration of new students is enormously valuable in terms of correct and consistent information. Mr. Desto is requesting to convert an administrative secretary position that already exists with this title. The position will be posted.

A motion by C. Kabala, seconded by J. Pietrzak to approve the change in job title and description of data specialist/central registrar, with a salary to be determined during negotiations later this evening, and this was approved by unanimous vote.

Mr. Desto asked Mr. Packard to explain his request to convert the position held by a retiring technology education position into a STEM teacher.

Mr. Packard praised the work of James Rawson over the years. His retirement creates the opportunity to look at the infrastructure. Also proposed is moving one of the two computer teachers in the building to a STEM position to offer an engineering/design component. There are multiple certifications that can be accepted for a STEM teacher.

A motion by C. Kabala, seconded by J. Pietrzak to shift a computer application teacher and replacing it with the STEM teacher, and renaming the technology education teacher to STEM, was approved by unanimous vote.

Mrs. Antocci said the same action should be taken at Dudley Middle School.

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**D. Consideration of District Policy: Non-district Student Participation in Extra-Curricular Activities - Discussion**

Mr. Desto recapped the discussion that occurred at the committee's May 25 meeting. He included a memo from Connie Galli, fine and performing arts department coordinator, which explained past practices of accepting students from Dudley and Charlton attending Bay Path and private schools in the extra-curricular program. Mrs. Galli said the practice was discontinued four years ago as she was turning away Shepherd Hill students.

Mrs. Stevens joined the discussion saying the committee needs a policy that responds to students' needs, not the program.

Mrs. Antocci said the Dudley and Charlton students at Bay Path are local district students from Dudley and Charlton and noted that Bay Path students eagerly help the district's drama department with cosmetology and set building.

The committee noted the strength of the middle school programs that provide a great feed into Shepherd Hill.

Mr. Desto agreed to find answers to the questions:

- Was everyone who auditioned this spring accepted?
- Are the choirs at their size limit?
- Are there students who have not been selected for chorus throughout the last couple of years?
- Are there other extra-curricular activities affected?
- Did the program accept students who auditioned and who did not come to Shepherd Hill?
- Does Mrs. Galli accept more students than necessary?

This item will be discussed at the next school committee meeting, and Mrs. Galli will be invited to attend.

**E. Finance Director Update (*Vote May Be Required*)**

1. Mr. Mathieu recommended approval of several donations:

- \$50 to Dudley Elementary School from Lorna Wade
- \$155 to Dudley Elementary School from the Dudley Women's Club, both targeted to the Caring Continues Program
- Target's Take Charge of Education Program
- \$40.96 to Charlton Middle School
- \$71.30 to Shepherd Hill
- \$165.25 to Charlton Elementary School
- \$66.21 to Mason Road School
- \$200 to Mason Road School from the Dudley PTO for Field Day Activities

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

2. Mr. Mathieu said Onsite Insight will present its facilities study of Shepherd Hill at the June 21 meeting.

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3. Representatives of the IRS were on site last week and continues its audit of the district.
4. The French River Education Collaborative Bids were opened for copy paper, school supplies, computer supplies and custodial supplies. Mr. Mathieu made the results available and recommended acceptance as presented.
  - School Supplies –Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Computer Supplies Bid to the vendors as identified on the analysis sheets dated June 1, 2016.
  - Computer - Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Computer Supplies Bid to the vendors identified on his analysis sheets dated June 1, 2016.
  - Bread and rolls - Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Bread and Rolls Bid to Duva Distributors at the unit prices listed on his analysis dated June 1, 2016.
  - Custodial Supplies Bid - Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Custodial Supplies Bid to the lowest responsive and responsible bidder on a per item basis as reflected on his spreadsheet dated June 6, 2016.
  - Copy Paper Bid - Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Copy Paper Bid to W.B. Mason for delivery to one location at the unit price of \$22.08 per carton. He also asked the committee to award the FY 17 Copy Paper Bid for delivery to multiple locations at the unit price of \$23.04.
  - Milk - Mr. Mathieu asked the school committee to award the FY 2017 French River Education Center Milk Bid to Maine's Produce Express at the unit prices listed on his analysis dated June 6, 2016.

A motion by J. Pietrzak, seconded by R. Chalk to approve the bids for copy paper, school supplies, computer supplies and custodial supplies as presented, was approved by unanimous vote.

5. The district has negotiated with Rosetta Stone for a foreign language instruction program. The company has offered the district a price of \$27,495 per year for three years for a total of \$82,485. Another option would allow the district to sign a three-year agreement for a savings of \$16,495 as well as complimentary headsets and training, a value of around \$7,000. The total one-time expense is \$65,988 for 749 licenses district wide. Mr. Mathieu said the district has appropriated \$30,000 for this purpose in FY 17. He recommended using School Choice funds for the balance of \$35,988. Mr. Mathieu asked that the committee make this one time purchase, using school choice funds.

The program would be effective July 1, 2016.

A motion by R. Chalk, seconded by S. Reed, to approve the use of \$35,988 in school choice funds toward the \$65,988 to purchase the Rosetta Stone program for FY 17 was approved by unanimous vote.

Mr. Desto noted the training is for non-foreign language teachers. Through this program, he said every 7<sup>th</sup> and 8<sup>th</sup> grader can experience foreign language. This program will be conducted during the regular school day.

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6. Mr. Mathieu updated the committee on the ExxonMobil meeting held Wednesday, June 8. He said the meeting was well attended. The project to connect the so-called “school loop” to the municipal water is actually a two year process.

**F. Evaluation of the Superintendent – Discussion**

Mr. Desto provided the committee with his goals, a self-evaluation, district accomplishments, his goals, the state Superintendent Evaluation Rubric and a copy of the Leadership Skill Survey results.

Mrs. Kabala thanked him for this comprehensive document.

The committee decided how to weight the ratings, and will be provided with log-in information to TeachPoint to complete the evaluation.

Stefan Sage of Charlton commended the superintendent for his handling of the threatening call to Dudley Middle School last Thursday, which resulted in the evacuation of the students to Shepherd Hill. Mr. Sage said Mr. Desto offered four updates to parents of Dudley Middle School and Shepherd Hill. He commended the timeliness and directness of reporting to the community.

**G. Consideration of Request for Non-resident Enrollment, Policy JF (*Vote Required*)**

Bruce and Deb Whittredge have requested their daughter be allowed to complete her senior year next year at Shepherd Hill, despite the family’s move out of district. Mr. Desto recommended approval.

A motion by R. Chalk, seconded by S. Reed to approve the request as presented, with transportation provided by the family, and this was approved by a vote of 6-0. Mrs. Rabbitt abstained.

**H. Budget and Finance Subcommittee -- Discussion**

Mr. Pietrzak asked to revisit the subcommittee membership and meeting time, noting that he would like to be a part of the budget discussion, but cannot if the meetings are held during the day. Mr. Chalk agreed.

Mr. Desto said the subcommittee was a great resource and very helpful in the FY 2017 budget process. He thanked Mrs. Kabala, Mrs. Rabbitt, and Mrs. Reed for their work.

The committee agreed that once per month, the school committee meeting will begin at 6 p.m. and will be devoted to budget discussion. The smaller subcommittee will remain to allow deeper conversation about the budget.

**IX. Next Meeting Dates**

Budget and Finance Subcommittee Meeting: Tuesday, June 14, 2016, Shepherd Hill, 9 a.m.

School Committee Meetings: Tuesday, June 21, 2016, Charlton Middle School, 7 p.m.

- Wednesday, July 13, 2016, Shepherd Hill Regional High School, 7 p.m.
- Wednesday, August 10, 2016, Charlton Middle School, 7 p.m.

**X. Future Agenda Items – Review of School Improvement Plans, Committee Reorganization, Evaluation of the Superintendent, lunch rates, Shepherd Hill site study presentation, consideration for pay increase for Mr. Earle.**

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**XI. Executive Session – “...to discuss strategy with respect to collective bargaining or litigation.”**

The chair entertained a motion to enter executive session and this was approved by unanimous roll call vote at 8:41 p.m.

The committee returned to open session at 9:59 p.m.

***Wage and Benefit Schedule for Support Personnel***

A motion by C. Kabala, seconded by S. Reed to accept the recommendation of the Wage and Benefit Review Subcommittee to approve a 2% wage increase to all categories in fiscal years 2017, 2018, 2019, to add the position of Data Specialist/Central Registrar to the schedule with a three step salary scale of FY 17: Step 1, \$40,123, \$42,260, \$46,899; FY 18: \$40,925, \$43,105, \$47,837; FY 19: \$41,744, \$43,967, \$48,794, as well as language changes in the schedule, and this was approved by unanimous vote.

***Wages and Benefits for Nurses and Athletic Trainer***

The athletic trainer is currently on a separate employment contract but will be added to the nurses’ benefit schedule.

A motion by C. Kabala, seconded by S. Reed to increase the nurse/athletic trainer FY 16 salaries by 2% in fiscal years 2017, 2018, and 2019, and to include the Athletic Trainer on the schedule, and other language changes, notably a \$1,000 stipend for those attaining national nursing board certification, as well as longevity steps attained after 10 years of service in the Dudley-Charlton Regional School District, and this was approved by unanimous vote.

***Administrators***

A motion by C. Kabala, seconded by S. Reed to increase the salaries of administrators Terri Caffelle, Karen Ares, John D. Paire, Gregory P. Sturges, Lorinda A. Allen, Andrew J. Leach, Peter J. Olson, Lori A. Pacheco, Dean W. Packard, Michael D. Resener, and Daniel S. D’Arcangelo, by \$2,000, for 2016-2017, was approved by unanimous vote.

**XII. Adjourn**

A motion by E. Rabbitt, seconded by S. Reed to adjourn the meeting was approved by unanimous vote at 10:01 p.m.

Items used for this meeting include:

Agenda for June 9, 2016	Superintendent’s Report of Friday, June 3, 2016	Minutes of Regular School Committee Meeting of May 25, 2016	Minutes of Executive Session of May 25, 2016
Minutes of Evaluation Session May 25, 2016	Job Description Data Specialist/Central Registrar	Finance Director’s Report	Handbook Policies additions
Middle Schools Handbook Changes	Shepherd Hill Handbook Changes	Mrs. Galli’s participation memo	

Respectfully submitted by Sandra Sullivan, recording secretary