

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

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, September 14, 2016 at Shepherd Hill Regional High School, 68 Dudley-Oxford Rd. Dudley, MA 01571, 7 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

Jack A. Cederberg, Student Representative

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, Terri A. Caffelle, William F. Chaplin, Dean W. Packard, John D. Paire, Robin L. Parmley, teacher Barbara Marderosian, Kevin Foley, Diane Seibold, Brooke Beverly; Food Services Manager Andreas Panayiotou; Stefan Sage, Charlton resident; media representatives Deb LaPlaca, Telegram, Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

### **I. Call to Order**

The chair called the meeting to order at 7:00 p.m.

### **II. Pledge of Allegiance**

Following the Pledge of Allegiance, Mrs. Aucoin introduced Jack Cederberg as the new Principal's Advisory Council representative to the school committee. Mr. Cederberg has served as class president four consecutive years, is on the Student Council. He is enrolled in four advanced placement courses and plans to major in pre-med next fall.

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

A. *Minutes of Regular Meeting of Wednesday, August 10, 2016*

A motion by J. Pietrzak, seconded by R. Chalk to approve the minutes of Wednesday, August 10, 2016 as amended, was approved by unanimous vote.

B. *Minutes of Special Meeting of Wednesday, August 24, 2016*

A motion by C. Kabala, seconded by S. Reed to approve the minutes of the meeting of Wednesday, August 24, 2016, as amended, was approved. Mr. Chalk abstained.

**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>
12	\$106,767.11
13	\$2,017.18
14	\$51,738.64
15	\$785,977.17
16	\$1,527.94
17	\$382,480.42
1081D	\$243,945.72
1081P	\$808,360.38
1082P	\$500
1083D	\$432,454.59
1083P	\$1,141,788.75
<b>Total</b>	<b>\$3,957,557.90</b>

**V. Citizens' Forum**

Richard Fortier of Dudley, asked if the district would consider establishing a waiver for varsity athletes. At Shepherd Hill, all students are required to take physical education classes for four years. Mr. Fortier said some schools in the area have dropped this requirement.

Mr. Desto said he will take this issue under advisement with Shepherd Hill Principal William Chaplin, and Athletic Director Sean Burke.

In another matter, Mr. Fortier asked that the information regarding the student athletic fee cap be amended to reflect the cost to students who choose to play in the co-op hockey program which is offered by the town of Auburn. The district caps athletic fees at \$500; however, the cost of the co-op league is over \$1,500.

**VI. School Spotlight – Shepherd Hill**

Mr. Chaplin discussed the Shepherd Hill Strong initiative. Over the summer, Shepherd Hill football players helped rebuild the Dudley Elementary School playground. Students Brendan McKeon, Jack Hetherman, Eddy Smith, Kaiden Kunkel and Alec Lindstrom were in attendance to discuss their efforts to give back to their community. There will be other events throughout the school year.

**VII. Communications**

Mr. Desto has no communications to report.

Mrs. Antocci said she recently spoke to one of the Shepherd Hill exchange students who said she has enjoyed Shepherd Hill and the community. The student said the high school is just like what she saw on TV in Italy.

**VIII. Student Representative Report – Welcome Jack Cederberg**

Mr. Cederberg expressed his excitement to be a part of this process. He said there are many changes planned and welcomed the opportunity to work alongside Principal Chaplin. Mr. Cederberg said students hit the ground running when school resumed on August 30. Many clubs are getting underway. The Student Council has been working throughout the summer getting ready for fall events such as the Mr. Shepherd Hill, Pep Rally, Dance, and the Red Cross blood drive. Mr. Cederberg announced upcoming events in the visual and performing arts department.

**IX. Superintendent's Report**

1. The Shepherd Hill Rams Football Team will square off against St. John's on Friday, September 16, 2016. The evening has been designated as First Responders Night to recognize members of the police and fire departments in both communities, as well as those who live in the communities but serve other towns.
2. Over 70 students participated in STEAM camps at Charlton Middle School this past summer. The five-week program netted a \$2500 profit, which will be used for STEAM activities in the coming year. Mr. Desto thanked STEAM Director Karen Ares and teachers for their efforts over the summer.
3. The Shepherd Hill Fall Showcase will be held Friday, September 23 from 12:45 – 2 p.m. for eighth graders to find out what their hometown school has to offer, 8th grade students from Charlton Middle School and Dudley Middle School will visit Shepherd Hill from 12:45 to 2 p.m. After a greeting from the superintendent and principal, student leaders will speak to their younger peers. There will then be building tours, academic and extracurricular displays and, finally, a mini pep rally in the gym with the cheerleaders cheering, the band playing and student-athletes in uniform. Mr. Desto said holding this event early in the year will plant a seed about the excellence of Shepherd Hill and is a step toward keeping more students in the district.
4. Shepherd Hill administration and faculty will hold the First Honors Dinner at Shepherd Hill – September 29, at 6:30 p.m. In this honored tradition, faculty and staff will once again cook and serve meals to Shepherd Hill's 113 First Honors scholars and their families in celebration of their achievements. Committee members have been invited.
5. Mr. Desto reported the Middle Schools Foreign Language Program is off to a great start. The district purchased Rosetta Stone licenses in lieu of hiring two foreign language teachers. He said the early indications are this will pay dividends. Mr. Desto said the September 28 Student Spotlight will feature a demonstration of this program.

**X. New Business**

**A. DESE Coordinated Program Review – Mrs. Allen, Mrs. Marderosian, Mrs. O'Brien**

The district will be reviewed by the DESE in the areas of Civil Rights, English Language Learner Education and Special Education. Additionally, though it is a Federal program, Title One is always reviewed in the same year. Mrs. O'Brien shared an overview of this process and how it will affect the district.

A visiting team of evaluators will be in the district for four days in April visiting classrooms to collect evidence of non-discrimination and building accessibility, Section 504 plans, physical restraint training and time on learning. The team will review documentation and records, conduct staff interviews and parent surveys.

Members of the community may contact the DESE to offer feedback about the district.

- B. Consideration of Requests for Additional Staffing (Vote Required)
  - 1. Grade 3 Support

Throughout the summer, a disproportionate number of transfer students has affected grade 3 at both Dudley Elementary School and Heritage School. In an effort to support the students and teachers in that critical grade, Principals Kathleen E. Pastore and Terri A. Caffelle have proposed additional classroom support at each school to work 10 hours per week. The positions would be for the 2016-2017 school year.

A motion by J. Pietrzak, seconded by S. Reed to approve the two positions of classroom tutors at 10 hours per week at Heritage School and Dudley Elementary School, was withdrawn.

Mr. Desto recommended the tutors be compensated at \$30 per hour, which is the rate for teachers completing for professional development work, and Wilson Reading tutoring.

The committee expressed concern that hiring tutors is a temporary solution and that the students would be better served with teachers. Mr. Desto said consideration was given to hiring additional teachers, but it was determined this would be detrimental to students who have already established a routine in their current classroom. The committee agreed that more hours are needed and the candidates should be DESE licensed.

A motion by C. Kabala, seconded by S. Reed to approve the request to establish two DESE Licensed classroom support positions at Dudley Elementary School and Heritage School for 15 hours per week at \$30 per hour, was approved by unanimous vote.

Mr. Desto agreed to monitor the effectiveness of these positions and report to the committee in October.

- 2. Junior Varsity 2 Volleyball Coach

Mr. Desto said a much larger than expected number of students tried out for the volleyball teams at Shepherd Hill, leaving the district with two choices – make a large number of cuts or find a way to add a JV2 team so that many more girls interested in participating will have an opportunity. There is no additional cost for officials, uniforms or transportation. The only cost would be a stipend for a coach. Mr. Desto said if 15 additional girls can play, their athletic fees will more than cover the Step 1 JV stipend of \$2,083.

A motion by C. Kabala, seconded by J. Pietrzak to establish an extra-curricular position as junior varsity 2 volleyball coach for the 2016-2017 school year, was approved by unanimous vote.

- 3. 1:1 Instructional Assistant at Charlton Elementary School

A position as a 1:1 Instructional Assistant at Charlton Elementary School was needed to serve a student who transferred from another district over the summer. To comply with the student's IEP and allow the student to get the best possible start, the position has been filled. The committee's vote will made this position official.

A motion by C. Kabala, seconded by R. Chalk to approve the position of 1:1 Instructional Assistant was approved by unanimous vote.

C. Director of Finance and Operations Update (Vote May be Required)

**1. Donations:**

Mr. Mathieu asked the committee to accept the following donations:

- Ice Cream: Dresser Hill’s Clam Box donated ice cream for the summer reception for Mason Road School Principal Robin L. Parmley.
- Janet Brooks 5K race to Dudley Middle School for cross country team uniforms \$1,000
- P&P General Contractors to Dudley Elementary School Caring Continues \$1,500
- E.J. Stochaj Insurance Agency to Dudley Elementary School Caring Continues \$ 125  
**\$2,625**

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

**2. Green Communities Initiative**

The Town of Charlton has requested the Charlton schools be included in the Green Communities Initiative to reduce energy usage, mileage standards for vehicles and a revised building code in return for guaranteed and competitive grants.

The committee agreed that Charlton Town Administrator Robin Craver will be invited to an upcoming school committee meeting to further explain this program.

In addition, the committee agreed to invite Dudley Town Administrator Greg Balukonis and Fire Chief Dean Kochanowski to attend to discuss the proposed fire station.

**3. Asbestos Notification**

Inspection for and notification of the presence of asbestos in schools has been a requirement since 1986 with the passage of the Federal Asbestos Hazard Emergency Response Act (AHERA). Mr. Mathieu said schools that contain asbestos materials are inspected every three years. Mr. Mathieu presented the posting notification of the presence of asbestos in two of the district’s seven buildings, Charlton Elementary School and Shepherd Hill Regional High School. An asbestos management plan is available at the district office.

Mr. Mathieu noted that in August, the Department of Labor Standards visited Charlton Elementary School to check the asbestos management plan information. While the district had complied with all protocols, not all of the paperwork was readily available to the inspectors and the district was notified to correct the deficiencies.

**4. FY 17 budget:**

Mr. Mathieu said the loss of the kindergarten grant and changes to the requirements of the Title IIA grant present challenges to the FY 17 salaries account. Mr. Mathieu said he will present a FY 17 budget update at the Sept. 28 meeting.

**5. Underground storage tank**

The district is required to inspect its two underground storage tanks at Heritage School and Shepherd Hill every three years if they meet certain criteria. During a recent inspection, it was determined the district does

not have insurance coverage on the tanks. This is necessary as the tanks fuel generators. Mr. Mathieu is exploring quotes for this insurance and will keep the committee updated with information as it becomes available.

The Department of Environmental Protection requires an authorized signature on paper and electronic paperwork. Mr. Mathieu asked the committee to authorize his position as the designated signatory for the DEP Underground Storage Tanks program.

A motion by J. Pietrzak, seconded by M. Antocci to authorize the finance director as the designated signatory for the DEP Underground Storage Tanks program, was approved by unanimous vote.

## **6. IRS Audit**

Mr. Mathieu thanked business office staff members Mary Ann Abasciano, Payroll Administrator, and MaryEllen Cerbone, Benefits Coordinator, for assisting the IRS in its audit of the district's 403b records.

## **7. Busing**

Mr. Mathieu reported that seats were found on regular buses for a number of students who attend before and after school programs at the Boys and Girls Club.

## **8. Solar Farm Project**

Mr. Mathieu reported that work on the Nexamp Solar Project has began earlier today on land adjacent to Shepherd Hill. The Easterbrooks family entered into an agreement with Nexamp in 2014 to develop four solar farms on its property connected to and across the street from Shepherd Hill.

## **9. Summer Projects**

The district was able to complete some maintenance projects over the summer including repairing Shepherd Hill sidewalks, adding intercom and cameras for the back doors and Dudley Middle School loading dock, a new cafeteria floor at Dudley Elementary School, carpeting a small section of the Charlton Elementary School principal's office, fencing a play area and fixing the kitchen roof at Heritage School. Mr. Mathieu thanked the custodial staff for its hard work over the summer.

## **10. Food Service Audit: Mr. Panayiotou**

The Department of Elementary and Secondary Education has audited the Dudley-Charlton Regional School District Food Services Program in May 2016 and found issues regarding procedures and paperwork for free and reduced lunches and Direct Certifications. In addition, the district was cited for items related to freezer storage, the district's Wellness Policy and the use of the food service program for items not directly related to student meals and ongoing staff training. The district has responded and is awaiting word.

In July, the committee agreed to create a position as Food Services Director and remove the duties of cafeteria manager from that job description. In addition, the committee agreed to maintain the position as Shepherd Hill cafeteria manager. Mr. Mathieu asked the committee to allow more time to study this position and whether to post it as a full time position, or add a stipend to an existing position.

## **E. Consideration to Amend Policy JQ, School Meal Charges (*Vote Required*)**

Mr. Mathieu presented two recommended changes for the committee's consideration.

A motion by R. Chalk, seconded by C. Kabala to waive the reading of policy JQ, was withdrawn and this item was tabled pending further review by the Wage and Benefit Subcommittee, who will also review the cafeteria manager position.

Mrs. Aucoin disagrees with the suggested actions for individuals with deficit accounts.

Mrs. Antocci said the policy as presented does not fulfill the goal to encourage parents/guardians to assume the responsibility of payments and to promote self-responsibility of the students.

Mrs. Reed asked if the lunch program software is able to limit the amount a student may charge.

Mrs. Aucoin requested information about the percentage of students receiving free lunch.

#### F. Budget and Finance Subcommittee Update

At its last meeting on August 24, the subcommittee discussed gathering a group of representatives from the region to begin the dialog with state legislators regarding funding for education. Mr. Desto said all of the south central area superintendents agreed to join the discussion. Mr. Desto will discuss this with the subcommittee at its meeting on September 21 and will bring this back for discussion at the full committee meeting of September 28.

Mrs. Rabbitt said she is concerned about recent news from Massachusetts Governor Charlie Baker that tax revenue is not coming in as anticipated. This may require the he invoke 9C cuts. Mass. General Law Chapter 29, Section 9C requires that when projected revenue is less than projected spending, the Governor must act to ensure that the budget is brought into balance.

#### G. Consideration to Amend Policy BDE, Subcommittees (Vote Required)

The Budget and Finance Subcommittee has recommended the insertion of language in policy BDE allowing the appointment of alternate members to subcommittees.

A motion by J. Pietrzak, seconded by R. Chalk to waive the reading of Policy BDE, was approved by unanimous vote.

A motion by R. Chalk, seconded by J. Pietrzak to approve the amendments to Policy BDE as proposed this evening, was approved by unanimous vote.

#### F. Consideration of Requests for Home Instruction, Policy IHBG (Vote Required)

The committee is asked to consider four requests this evening. Mr. Desto recommended approval.

A motion by S. Reed, seconded by M. Antocci to approve the four requests to continue home schooling for the 2016-2017 school year, was approved by unanimous vote.

#### G. Consideration of Requests for Non-Resident Enrollment, Policy JF (Vote Required)

Families presented documentation that they are moving into the district within the first days of school. Mr. Desto reviewed the documents and allowed the students to start school. He asked the committee to

vote to make these official this evening. He stressed to parents that transportation to and from school is not provided to non-residents. The district will confirm residency.

A motion by R. Chalk, seconded by S. Reed to approve the requests for temporary non-resident enrollment, consistent with policy JF, was approved by unanimous vote.

The committee agreed to check the language of this policy and to amend it if necessary to give superintendent the authority to approve such requests.

**XI. Next Meeting Dates**

- Budget and Finance Subcommittee, Wednesday, September 21, 2016, Shepherd Hill Regional High School, 5 p.m.
- School Committee, Wednesday, September 28, 2016 – Charlton Middle School, **6 p.m.**
- Building Committee Meeting, Monday, September 19, 2016, at 1 p.m.

A motion by C. Kabala, seconded by R. Chalk to waive policy BE, and to allow the meeting of Wednesday, September 28, 2016, to begin at 6 p.m., for a budget workshop, and to begin the regular meeting at 7 p.m., was approved by unanimous vote.

**XII. Future Agenda Items – RADAR, District-wide Civics Project, Dudley Fire Department Building Project, Dean Kochanowski, Greg Balukonis, Robin Craver on Oct. 12, Town Budget presentation, Policy manual review.**

Mrs. Rabbitt requested classroom enrollment reports include special education students, substantially separate program students, ELL students and support staffing.

**XIII. Adjourn**

A motion by J. Pietrzak, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 9:12 p.m.

Items used for this meeting were:

<i>Agenda for 9/14/16</i>	<i>Superintendent's Report of September 9, 2016</i>	<i>School Committee Minutes of August 10, 2015</i>	<i>School Committee Minutes of August 24, 2016</i>
<i>Class Size Report September 9, 2016</i>	<i>Finance Director's Report September 9, 2016</i>	<i>Proposed Grade 3 Support Positions</i>	<i>Policies BDE and JQ proposed for amendment</i>
<i>New Enrollments, 2016-2017</i>	<i>Rosetta Stone Online</i>	<i>Student Google Accounts</i>	<i>Summer Professional Development in the Dudley-Charlton Regional School District</i>

Respectfully submitted by Sandra Sullivan, recording secretary