

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

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, September 28, 2016, Charlton Middle School, 2 Oxford Rd. Charlton, MA 01507, at 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

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, Karen Ares, William Chaplin, Jody O'Brien, Lori A. Pacheco, Dean W. Packard, John D. Paire, Kathleen E. Pastore; teachers Joseph Rogalski, Kathleen Murphy; media representatives Deb LaPlaca, Telegram, Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

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

The meeting was called to order at 7:02 p.m.

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

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

A. *Minutes of Regular Meeting of Wednesday, September 14, 2016*

A motion by S. Reed, seconded by J. Pietrzak to approve the minutes of the meeting of Wednesday, September 14, 2016, as amended, 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 question.

<b>Warrant #</b>	<b>Amount</b>
1088P	\$1,377.35
1092D	\$443,640.76
1092P	\$1,176,626.15
<b>Total</b>	<b>\$1,621,644.26</b>

**V. Citizens' Forum**

No one spoke at this time.

**VI. School Spotlight – Middle Schools' Rosetta Stone Program**

Seventh and eighth grade students from Charlton Middle School and Dudley Middle School assisted school committee members during a demonstration of the Rosetta Stone Program, which offers online foreign language instruction during the school day. The program also assists ELL students and those struggling in ELA.

The school committee had approved the purchase of this program at its meeting of June 9, 2016.

Teachers Joseph Rogalski and Kathleen Murphy, who are not foreign language teachers, have experienced success.

Mr. Desto said all students need to have foreign language instruction. He said the Rosetta Stone program will not take the place of teachers, but provides a great alternative.

**VII. Student Representative Report – Jack Cederberg**

Mr. Cederberg reported on Shepherd Hill's Fall Showcase held last week for eighth graders. He said the event was a success as students viewed the football field and toured the building before moving to the auditorium for speakers from the senior class, the guidance department, Mr. Chaplin and Karen Ares regarding the Pathways program. The day ended with introduction to the many school clubs. The event was coordinated by guidance counselor Corey Gendron.

**VIII. Communications**

Mr. Desto shared a letter of appreciation received from the parents of foreign exchange student Matilde Martine, which concluded with an invitation to visit them in Tuscany.

**IX. Superintendent's Report**

1. Mr. Desto reminded committee members about the First Honors Dinner. Shepherd Hill alumnus Alex Mooradian, class of 2009, is the featured speaker. Mr. Mooradian is now an attorney specializing in immigration and deportation cases.
2. The Massachusetts School Building Authority is conducting audits of the district's schools. Mr. Desto said this is not relative to the Statement of Interest process.
3. Mr. Desto reported that MCAS 2.0 scores have been released. The district has held steady at Level 2. Mr. Desto and Mrs. Allen will present the district results to the committee at its meeting of October 12, with school results presented on October 26. Mr. Desto noted that many districts experienced a decline in scores as this is the third different test students have taken in three years. Those districts who adopted PARCC tests reported high percentages. All schools will be held harmless in 2017.
4. Mr. Desto requested the committee vote to authorize him to hire retired superintendent Sean M. Gilrein to serve as a mentor to Shepherd Hill Principal William Chaplin for the 2016-2017 school year. He suggested a stipend of \$1,500 be created for this position.

A motion by J. Pietrzak, seconded by R. Chalk to approve the hiring of Sean M. Gilrein as a mentor to William Chaplin at the annual stipend rate of \$1,500, was approved by a vote of 6-0. Mrs. Rabbitt voted present.

X. New Business

A. District-wide Civics Program

Mrs. Allen spoke about a project to incorporate the upcoming Presidential election as civic lessons throughout the district. We want our students to leave our district as good, functioning citizens, and Mrs. Allen noted this does not happen naturally. The project features a week-long focus that is appropriate to the grade level, culminating in a mock vote. While the primary grades will focus on the symbols of the presidency, the topics will build using the state standards as the guide to discussions about character, and the issues facing the candidates.

Mrs. Antocci suggested this approach be used every year as a means of keeping the conversations about citizenship alive. The building blocks of this program would also serve as review for those older students who did not receive this information in the younger grades.

Mrs. Kabala expressed reinstating civics course in the high school.

Mrs. Rabbitt said based on the success of this program, the material could be adapted to lessons on local government and the town meetings.

A. Goals of the Superintendent (Vote Required)

Mr. Desto introduced his 2016-2017 goals, saying he and the committee will determine the action steps and indicators of success at another meeting.

At a special school committee meeting of August 24, Mr. Desto and the school committee agreed on the four standards he will be evaluated on, and that Mr. Desto will set two goals for each standard.

***Standard I: Instructional Leadership***

1. Support and evaluate administrative team.
2. Pursue the district's strategic plan priorities

***Standard II: Management and Operations***

1. Participate in the DESE Resource Allocation Program (RADAR) and provide frequent updates and recommendations.
2. Direct a Southern Worcester County Budget Roundtable to identify areas for widespread advocacy and sharing of resources among districts.

***Standard III: Family and Community Engagement (shared administrative goal)***

1. Develop consistent methods of communication with students, parents and community.
2. All admins will contribute to ensure that students are in a position to learn. Remove barriers to learning.

**Standard IV Professional Culture**

1. Set tone for success
2. Complete Year 3 of MASS/DESE mentoring program

With the committee’s approval of his goals, Mr. Desto will post them on the district website. He will outline the strategic initiatives and final action steps and measures of success by end the of October.

A motion by S. Reed, seconded by J. Pietrzak to accept the superintendent’s 2016-2017 goals, was approved by unanimous vote.

Mrs. Rabbitt noted the committee will work with Mr. Desto to clarify the action steps and measures of success.

B. Director of Finance and Operations Update (Vote May Be Required)

**1. Donations:**

Mr. Mathieu asked the committee to accept a donation of \$3,000 from the Quo Vadis Club of Webster/Dudley to support Shepherd Hill’s First Honors Dinner.

A motion by C. Kabala, seconded by R. Chalk to accept the donation of \$3,000 from the Quo Vadis Club of Webster/Dudley to support Shepherd Hill’s First Honors Dinner, was approved by unanimous vote.

**2. FY 16 Closing – Excess and Deficiency/Health Trust Fund**

Mr. Mathieu said with the closing of FY 16 books and entries, the final number for the district’s excess and deficiency fund is \$1.3 million. He explained the amount is lower because the district used these funds – and not the FY 17 budget to buy curriculum and IT items expenditures.

Mr. Mathieu said he continues to monitor the deficit in the Health Trust Fund that may require extreme measures to alleviate.

**3. FY 16 Budget Transfers**

Mr. Mathieu asked the committee to approve transfers to address deficits in the payroll cost center for Mason Road School, Shepherd Hill, and Dudley Middle School. The amounts are

Mason Road School	\$15,662
Shepherd Hill	\$12,375
Dudley Middle School	<u>\$12,449</u>
	<b>\$40,486</b>

The monies will be drawn from the district wide salary account.

A motion by M. Antocci, seconded by R. Chalk to approve the request for FY 16 Budget transfers from the district wide salary account in the amounts of \$15,662 to Mason Road School, \$12,375 to Shepherd Hill, and \$12,499 to Dudley Middle School, was approved by unanimous vote.

4. Snow Plowing Bids

Mr. Mathieu said the district will go out to bid for snow plowing and will present the results on October 26, 2016.

#### 5. Driver Education Program – New Car Purchase

Mr. Mathieu said the driver education program needs a new car as the current vehicle, a 2011 Ford Focus, has nearly 90,000 miles. Mr. Mathieu is researching a 2017 Ford Fusion, and will report to the committee in October. The car will be bought with monies from the Driver Education Revolving Account.

#### C. Report of the Budget and Finance Subcommittee

Mr. Pietrzak reported on the subcommittee's meeting of Monday, September 19. Discussion focused on the proposed roundtable for 14 area school districts on October 14 at Oxford High school at 10 a.m.

Mr. Pietrzak said the hope for this meeting is to provide one voice and strength in numbers regarding budget issues. The meeting will focus on trying to incorporate support from our local legislators.

Mr. Desto said Mrs. Reed and Mrs. Rabbitt will represent the committee.

#### D. Dudley Elementary School Principal Opening

Mr. Desto said Dudley Elementary School Principal Terri Caffelle is retiring at the end of December. Mr. Desto recently sent a letter to Dudley Elementary School staff detailing the upcoming search process. The position has been posted as an interim. Mr. Desto said a more thorough search for the permanent position will be conducted in the spring.

The application deadline is Oct. 19, with the first round of interviews scheduled Oct. 31-Nov. 10, and the second round Nov. 15-17. Mr. Desto hopes to make an appointment by Nov. 22.

Mr. Desto will head the search committee comprised of Dudley Elementary School staff and a district administrator. A school committee member will be sought to serve on the committee to fill the permanent position.

#### E. Consideration to Amend District Policy BDE, Subcommittees, second reading (Vote Required)

The policy has been amended to include the committee's suggestions.

A motion by R. Chalk, seconded by M. Antocci to waive the reading of the policy, was approved by unanimous vote.

A motion by R. Chalk, seconded by M. Antocci to approve the amendments on this second reading, was approved by unanimous vote.

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

Charlton residents are requesting to home school their son, in grade 8, for the 2016-2017 school year. Mr. Desto recommended approval based on his review of the curriculum.

A motion by E. Rabbitt, seconded by R. Chalk to approve the request for home instruction as submitted, was approved by unanimous vote.

**G. Consideration of Request for Overnight Travel, Policy IJOA (Vote Required)**

The Shepherd Hill Show Choir is requesting the committee's approval to travel to North Easton November 11 and 12, 2016, to participate in the Bay State Show Choir Festival held at Oliver Ames High School. There will be no time missed from school, and accommodations will be made for those for whom the \$90 fee is a challenge. This festival provides opportunities to interact and learn with students from other schools. The group works with clinicians for vocals and choreography and the weekend culminates with a Festival Showcase.

Mr. Desto recommended approval based on the educational value of this trip.

A motion by S. Reed, seconded by R. Chalk to approve the request by the Shepherd Hill Show Choir to travel to North Easton November 11 and 12, 2016, to participate in the Bay State Show Choir Festival at Oliver Ames High School, was approved by unanimous vote.

With the committee's approval of the travel, it is necessary to authorize chaperones, Ms. Galli and Ashley Racicot, to receive discounted travel, including transportation, lodging and select meals in the course of these duties, as the trip serves a legitimate educational purpose and that the benefit to the students and the educational process outweighs the benefit to staff.

There are tentatively six parents who will chaperone the group: Vicki Niro, Deb Zieminski, Hilary Grabe, Mark Cierpich, Zachary Moore, and Julie Winans.

Mr. Desto recommended approval.

A motion by R. Chalk, seconded by S. Reed to authorize Ms. Galli and Ms. Racicot to receive discounted travel, including transportation, lodging and select meals in the course of these duties, as the trip serves a legitimate educational purpose and that the benefit to the students and the educational process outweighs the benefit to staff, consistent with State Ethics Regulations 930 CMR 5.05, was approved by unanimous vote.

Mrs. Rabbitt requested an updated list of all approved overnight travel requests.

**X. Next Meeting Dates**

- Wednesday, October 12, 2016 (Regular Meeting) – Shepherd Hill Regional High School, 7 p.m.
- Wednesday, October 19, 2016 (Budget and Finance Subcommittee) – District Office, 5 p.m.
- Wednesday, October 26, 2016 (Regular Meeting) – Charlton Middle School, 6 p.m.

**XI. Future Agenda Items – *Dudley Fire Department Building Project; Green Communities Initiative; Policy JQ amendment; Review of district policy manual, 2016 MCAS Presentations. School Brains Parent Portal; Student Travel commitments update.***

**XII. Adjourn**

A motion by S. Reed, seconded by R. Chalk to adjourn the meeting was approved by unanimous vote at 8:25 p.m.

Items used for this meeting include:

Agenda for Wednesday, September 28, 2016	School Committee Minutes Wednesday, September 14, 2016	Superintendent's Report Friday, September 23, 2016
Finance Director's Report, Friday, September 23, 2106	Superintendent's Goals Overview	Invitation to Collaborative Budget Meeting
Principal Search Letter	Policy BDE – Proposed for Amendment	Overnight Travel Request

*Respectfully submitted by Sandra Sullivan, recording secretary*