

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, December 11, 2019, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, MA, 7 PM.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair
Cathleen Carmignani
Catherine M. Kabala
Kenneth J. Laferriere
Jamie L. Terry
Ceilidgh O'Brien, Student Representative

Pauline J. Aucoin, Chair, and Stephanie A. Reed were not in attendance.

Also in attendance were Steven M. Lamarche, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations, Karen A. Ares, Interim Assistant Superintendent for Teaching and Learning; district administrators Lorinda C. Allen, William F. Chaplin, Jennifer A. Desto, Diane D. Seibold, Christopher E. Starczewski, Dean W. Packard, Kathleen E. Pastore; staff members Cyndi Piehl, Eric Hensel, Kevin Foley; media representatives Richard Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The meeting came to order at 7:00 p.m.

In the absence of Mrs. Aucoin, Mrs. Antocci assumed the chair.

II. Pledge of Allegiance

Mrs. Antocci took these items out of order from the agenda:

New Business A:

Student Showcase:

- Shepherd Hill Regional High School Show Choirs

Members of all Shepherd Hill choirs performed selections from the upcoming Holiday Spectacular.

- Superintendent's Award of Academic Excellence

Mr. Lamarche introduced each recipient of this annual recognition award given to two top members of the Shepherd Hill Senior Class.

Olivia Sciarappa, of Charlton, is a National Merit Scholar, member of the National Honor Society. Mr. Lamarche said Olivia sets herself apart by her ease, grace, and calm nature.

Hannah Guerin, of Charlton, earned 1590 on her SATs. She is a member of the Art Honor Society, and has earned the new Seal of Biliteracy distinction.

- Principal's Award, William F. Chaplin

Mr. Chaplin presented the Principal’s Award to senior Anya Grondalski, of Charlton. Anya performs with the Shepherd Hill Chorus and Show Choirs, serves as the student representative to the Charlton Board of Selectmen, and organized mock town meetings for both middle schools.

The committee recessed for photos at 7:23 p.m., and returned at 7:29 p.m.

III. Approval of Minutes

A. *Minutes of Regular Meeting of Wednesday, November 13, 2019*

A motion by K. Laferriere, seconded by C. Kabala to approve the minutes of the meeting of Wednesday, November 13, 2019, was approved unanimously.

B. *Minutes of Executive Session of Wednesday, November 13, 2019*

A motion by C. Kabala, seconded by K. Laferriere to approve the minutes of the Executive Session of Wednesday, November 13, 2019, was approved by unanimous vote.

IV. Approval of Warrants

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

Accounts Payable		Payroll		Subcommittee Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
44	\$43,407.59	1346D	\$301.38	40	\$75,433.90
		1346P	\$1809.00	41	\$631,038.61
		1347PAdj	0.00	42	\$938,594.68
		1348D	\$482,128.80	43	\$329,798.39
		1348P	\$1,287,132.64		
		1349D	\$778.75		
		1349P	\$3000.00		
		1350D	\$481,052.94		
		1350P	\$1,281,756.75		
Total	\$43,407.59	Total	\$3,537,960.26	Total	\$1,974,865.58

V. Citizens’ Forum

No one spoke at this time.

VI. Communications

Mr. Lamarche reported on the letter he received from the Massachusetts Nurses Association seeking to begin negotiations for a successor contract with the district nurses in January 2020. Mrs. Kabala and Mrs. Aucoin will be on the negotiations subcommittee.

VII. Superintendent’s Report

1. Mr. Lamarche reported the district experienced its first snow days Monday and Tuesday, December 2 and 3. He publicly thanked towns’ highway departments and district custodians for their work. Mr. Lamarche has used the district website to

share the process by which decisions are made regarding school cancellations and early releases/dismissals.

2. Along that same vein, Mr. Lamarche said he became aware of the Code Red notification system in Charlton which was used Monday, December 9 to caution residents about icy conditions. Mr. Lamarche has subscribed to that notification system.
3. Mr. Lamarche called for a two-hour delay this morning. The call was made difficult by the timing of the storm.
4. Mr. Lamarche said he has had an incredible response to his call for feedback from the community, and said he will now compile the information for his Studied Introduction entry plan, and will present that to the committee at its January 22 meeting.
5. Mr. Lamarche recently enjoyed the National Junior Honor Society induction at Dudley Middle School.
6. Mr. Lamarche said he attended the Charlton Board of Selectmen's meeting during which the four finalists were interviewed to fill the vacancy as Charlton Town Administrator. Witnessed the finalist interviews for Charlton Town Administrator. Mr. Lamarche expressed his support for the board's choice -- Kimberly Newman, who served as town administrator in Barre.
7. Mr. Lamarche reminded the committee about the Holiday Spectacular featuring the Shepherd Hill choirs on Friday and Saturday, December 13, and 14. Mr. Lamarche will be a guest reader at Friday's performance.

VIII. Student Representative Report – Ceilidh O'Brien

Miss O'Brien reported on the Shepherd Hill honor roll, fundraising efforts, the recent Mr. Shepherd Hill competition, and classroom projects and field trips.

IX. New Business

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

Donations (*Vote Required*) – There were no donations to report this evening.

Declaration/Authorize Disposal of Surplus Items (*Vote Required*). Mr. Mathieu said school administrators have supplied a list of items that are either worthy of immediate disposal or might be otherwise usable. Mr. Mathieu said there are many surplus school desks that are in good condition and need to be stored. Mr. Mathieu will meet with head custodians to come up with a strategy if approved this evening.

A motion by C. Kabala, seconded by K. Laferriere to declare as surplus the items listed in Mr. Mathieu's memo of Thursday, December 5, 2019, and authorize disposal using best business practices, was approved by unanimous vote.

Shepherd Hill Tennis Court Repair (*Vote Required*). Mr. Mathieu said the Shepherd Hill tennis courts have not been used for the past two seasons as they are unplayable, and in danger of becoming irreparable. Mr. Mathieu has solicited quotes for the cost to make immediate repairs as well as for a total replacement. Mr. Mathieu asked the committee to allow him to move forward to solicit bids for both scenarios, and a funding plan.

A motion by C. Kabala, seconded by J. Terry to authorize the director of finance and operations to solicit quotes for the cost to either repair the tennis courts or for a total replacement, was approved by unanimous vote.

Mrs. Kabala said the budget and finance subcommittee has discussed funding mechanisms for the project, and agreed that using parking fees is not appropriate for this purpose. The subcommittee suggests using school choice and athletic revolving account funds.

2020-2021 Oil Bid (*Vote Required*). The French River Purchasing Cooperative solicited bids to provide FY 21 fuel oil. Two bids were received, with Peterson Oil being the low bid at \$2.157 per gallon. This is an increase from the current year's price of \$2.0675. Mr. Mathieu asked the committee to accept the bid from Peterson Oil.

A motion by C. Kabala, second by J. Terry to award the FY 21 Fuel Oil Bid to Peterson Oil at a price of \$2.1547, was approved by unanimous vote.

Green Communities filing: The town of Dudley has reached out to the district about the possibility of adding the three Dudley schools to the Green Communities agreement in hopes that the schools may be eligible for grant money in conjunction with the town, to help with energy projects. The three schools in Charlton are already part of Charlton's agreement. Mr. Mathieu will have more information in January.

Mrs. Kabala noted Shepherd Hill is not included, and this is because the school is owned by both towns.

General Ledger Software (*Vote Required*). Mr. Mathieu requested the committee's vote to authorize him to move forward on the project to update the general ledger software for the business office. He presented a quote from Tyler Technologies for its Infinite Visions software. Mr. Mathieu presented quotes to subscribe and to purchase.

Mr. Mathieu said a purchase is a long term solution as the product will always be current with updates. At this time, Mr. Mathieu and business office employees have looked at only one package. He said he wants to be sure the committee is committed to the project before looking at other systems. School Choice funds will be used to pay for this project.

A motion by K. Laferriere, seconded by C. Kabala to authorize the director of finance and operations to move forward with the project to obtain general ledger software for the business office, was approved by unanimous vote.

Mr. Mathieu noted there will be recurring fees to maintain the software, but the purchase price is a one-time cost. The goal is go live with the new software between January and July 2021?

Mr. Mathieu noted there will be a payroll warrant ready for committee members' signatures by next Wednesday. This will be emailed for signatures.

C. Report of the Budget and Finance Subcommittee (*Vote May be Required*)

Mrs. Kabala said the subcommittee discussed the items listed in Mr. Mathieu's report. She thanked Mr. Lamarche for provide a class size report to members, saying the numbers are wonderful.

D. Report of the Assistant Superintendent for Teaching and Learning

Mrs. Ares reported on professional development opportunities that help the administrative team identify areas of concentration to support district initiatives such as co-teaching, early literacy, Civics education, and staff growth.

E. Report of the Policy Review Subcommittee (*Vote May be Required*)

With the committee's amendments to Policy BG, the following policies are being distributed this evening. The next step is to distribute the policies to the Dudley-Charlton Regional School District staff for feedback. The compiled feedback will be presented to the subcommittee.

- JICH, Alcohol, Tobacco and Drug Use by Students Prohibited – Mr. Lamarche said this policy has existed for a long time, but the new trend is to combine it with language JICG and JICH, smoke free environment.
- IJOA, School Sponsored Field Trips – Mr. Lamarche said this is a well thought out policy, which was amended last June. He has provided some minor edits to enhance it provide guidance for out of state field trips, and timeliness for athletic contests that need to be brought to the school committee.
- KF, Use of School Facilities – Mr. Lamarche said the Triple E threat experienced earlier in the fall mandates a look at this policy to see how such events impact student activities.
- Electronic Signatures Procedure – Mr. Lamarche said this does not require a school committee vote to use for signing warrants.

Mr. Laferriere expressed concern that only three signatures are being collected to release funds.

The business office will begin emailing the warrants to members. Once four electronic signatures are collected, the checks will be released.

The committee agreed to maintain the warrant subcommittee while this process is tested.

F. Consideration of Requests for Out-of-State Travel, Policy IJOA (*Vote Required*)

Mr. Lamarche presented five out of state travel requests that were received from Shepherd Hill and Dudley Middle School via the a new online application process

#11- Shepherd Hill Varsity Wrestling team to Killingly CT, tournament, 1/4/2020

#12- Shepherd Hill Varsity Wrestling to Danielson, CT, tournament, 1/11/2020

#13- Shepherd Hill Varsity Wrestling to Griswold, CT, tournament, 1/18/2020

#14- Shepherd Hill Varsity Wrestling to Norwich, CT, tournament, 1/25/2020

#15- Dudley Middle School Show Choir, Daniel Hand High School, 3/7/2020 \$400, cost borne by Shepherd Hill Boosters and Shepherd Hill Music Parents Association.

The committee will consider all requests in one vote.

A motion by C. Carmignani, seconded by C. Kabala to approve the requests for out-of-state travel requests as outlined above, was approved by unanimous vote.

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

Mr. Lamarche presented two requests for Overnight Travel, consistent with policy IJOA.

The Shepherd Hill Varsity Cheerleaders, under the leadership of advisor Loretta Andre, have requested to travel to Dallas, Texas January 31-February 2, 2020, for the National High School Cheerleading competition. The squad recently qualified for this event through the National Cheerleading Association and its Massachusetts affiliate.

A motion by K. Laferriere, seconded by C. Kabala, to approve the request by the Shepherd Hill Regional High School Varsity Cheerleaders to travel to Dallas, Texas January 31 – February 3, 2020 to attend the 2020 NCA Cheerleading Nationals, was approved by unanimous vote.

Mrs. Carmignani asked whether the group has flight insurance for this trip. Mr. Lamarche will email members with the answer to this question.

Mr. Lamarche presented the request by Student Council Advisor Raymond Kane for overnight travel to Hyannis March 4-6, 2020 to participate in the annual Spring Student Council Conference. There is a cost of \$450 per student, which will be defrayed through fundraising efforts.

A motion was made by C. Kabala, seconded by J. Terry to approve the request by the Shepherd Hill Student Council for overnight travel to Hyannis.

Mr. Laferriere noted that both of these overnight trips are beyond the six month deadline, and suggested the policy be waived.

A motion by J. Terry, seconded by C. Carmignani to waive the requirement of Policy IJOA for a six month notification, was approved by unanimous vote.

Following this affirmative vote, the original motion for approval passed by unanimous vote.

H. Student Achievement Report

Mrs. Ares, Mrs. Allen and Mr. Lamarche presented an analysis of student achievement data, saying we need to look beyond one assessment to establish continuous improvement, measure student growth and support instruction.

The presentation was not MCAS data in isolation, but provided a model for looking at student achievement moving forward. The group first defined achievement and said the information collected and reported will be cyclical. Student growth is an important measure.

Mr. Lamarche said he is still developing his understanding of the Dudley-Charlton Regional School District, which has seen its largest growth in grades 2-4, which is in the top 1/3 percentile. He said the administrative team will look at the transitions from each grade as well as vertical alignment.

Mrs. Ares discussed our strengths based on MCAS scores: elementary math, grades 5, 8, 9, science; high school ELA, math and science. Areas of focus are ELA, writing text types and purposes at all levels; middle school math; middle school physical science.

Mrs. Allen discussed subgroups, or students with disabilities, English Language Learners, and the economically disadvantaged. The goal is to increase growth to the 40-60% range. This will be accomplished through areas of instructional focus such as Project 500/Title I; social emotional with therapeutic classroom, co-teaching, co-taught biomedical, and EL services. The latter has grown, may spark grant aid from DESE.

I. Massachusetts School Building Authority (*Vote May be Required*)

Mr. Lamarche reported that the MSBA has notified the district that it will not be invited into the program for further consideration for funding. The December 11 notification noted that the MSBA received 61 statements of interest, 51 of which were from school districts. From those, 11 applications were selected, five of which were

for high schools. The MSBA noted that the greatest and most urgent needs were considered. In a separate conversation with an MSBA representative, Mr. Lamarche was strongly encouraged to submit an application once the eligibility period reopens in January. Mr. Lamarche said the SOI would support the need for a renovation of Shepherd Hill, rather than a new build.

J. Assistant Superintendent Search

Mr. Lamarche provided a timeline for the search, beginning with forming a 10-member search committee of building principals, teachers, the pupil personnel director, superintendent and two school committee members. Mr. Lamarche will then prepare a posting for January, during which the search group will review applicants and select semi-finalists. In February, two finalists will be named, leading to the superintendent's recommendation to the full committee in April.

Mrs. Antocci asked which school committee members were interested, and it was agreed that Mrs. Terry and Mrs. Antocci will serve.

Mrs. Carmignani suggested the superintendent make his recommendation earlier than April.

K. MASS/MASC Joint Conference Follow-up

Mr. Laferriere was the voting delegate to the conference in November. He reported all nine resolutions passed.

Mrs. Antocci said she attended sessions on communicating the budget, interest based bargaining, and updating the regional agreement.

Mrs. Carmignani attended a Data Studio presentation.

Mr. Lamarche said the conference provides him with the opportunity to network. He also attended a session discussing models for literacy.

L. Appointment of 2020-2021 Calendar Subcommittee (*Vote Required*)

The acting chair appointed Mrs. Terry and Stephanie Reed as members of this subcommittee.

X. Next Meeting Dates

School Committee Meeting: Wednesday, January 8, 2020, Shepherd Hill Regional High School, 7 PM

Budget and Finance Subcommittee: Tuesday, January 7, 2020, Shepherd Hill Regional High School, 8:30 AM.

Policy Review Subcommittee: Monday, January 6, 2020, Shepherd Hill Regional High School, 8:30 AM

Curriculum Subcommittee for Teaching and Learning: Thursday, December 19, 2019, Shepherd Hill Regional High School 10 AM.

Capital Outlay Subcommittee – TBD

Safety Subcommittee – Monday, January 6, 2020, Charlton Middle School, 11 AM.

XI. Future Agenda Items – Co-Teaching, Project 500, FY 21 Budget, Principal Showcases: Mason Road School, Dudley Middle School, Shepherd Hill, Heritage School; Assistant Superintendent Search Update, studied Introduction (Jan. 22), General Ledger Software

XII. Adjourn

A motion by C. Carmignani, seconded by K. Laferriere to adjourn the meeting was approved at 9:28 p.m.

Items used for this meeting include:

**Minutes of the School Committee
Meeting of Wednesday, December 11, 2019**

<i>Agenda for Dec. 11, 2019 – revised</i>	<i>Minutes of meeting Nov. 13, 2019</i>	<i>Minutes of Executive Session of Nov. 13, 2019</i>	<i>Superintendent’s Report Dec. 6, 2019 Superintendent’s Awards</i>
<i>Finance Director’s Report Dec. 6, 2019 Quarterly Report Surplus Equipment List</i>	<i>Interim Assistant Superintendent Report Dec. 6, 2019</i>	<i>Policies: BG, IJOA, JICH, KF MGL re electronic signatures</i>	<i>Requests for Overnight, out of state travel: Shepherd Hill Cheerleaders and Student Council</i>
<i>Field Trip Requests: Shepherd Hill Wrestling Team; Dudley Middle School Chorus</i>	<i>Tyler Technologies: User List Purchase Quote Subscription Quote</i>	<i>Report on MASC Resolutions</i>	<i>Student Opportunity Act of 2019</i>

Respectfully submitted by Sandra Sullivan, recording secretary