

DUDLEY- CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Budget and Finance Subcommittee of the Dudley-Charlton Regional School Committee held Tuesday, May 7, 2019, at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 8:30 a.m.

In attendance were subcommittee members Stephanie A. Reed, Catherine M. Kabala; Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations, Sandra Sullivan, recording secretary.

1. Call to Order

The meeting came to order at 8:46 a.m.

2. Approval of Minutes of Tuesday, April 24, 2019 1st C. Kabala 2nd, S. Reed, approved as corrected.

OLD BUSINESS:

3. Update on FY 20 Revenues and Expenses – Mr. Mathieu

There are no new updates to report.

4. District Capital Plan – vote on recommendation to the full committee

Mr. Mathieu recommended two school committee members and Supt. Steven Lamarche construct the evaluation instrument to use in interviews with potential firms. This process will begin as soon as the budget is approved, but the selection cannot occur until July 1.

5. FY 20 Budget – **updates:**

a. Contract negotiations –

An executive session is scheduled following the regular meeting of Wednesday, May 8, 2019. The negotiation subcommittee has reached out to the Dudley-Charlton Teachers Association to schedule a negotiation session on May 16.

b. Pending items based on availability of funds – discussion regarding use of savings from Joint Purchasing Agreement

6. MARS Reorganizational report – short term, long term. Vote for recommendation to full committee may be required.

The superintendent-elect Lamarche has indicated he will support the school committee's decision on the MARS proposal to reorganize the district office.

Mr. Mathieu said the committee discussed creating a human resources department, the current position cannot handle all the necessary tasks associated with onboarding. Currently, several people in the district office have a piece of this process. Dr. Nash said some of these tasks can be shifted from the superintendent's executive assistant to the data specialist.

7. Administrators' Contracts – template, language, input from Superintendent Lamarche

Dr. Nash reported she is waiting for information from Superintendent-elect Lamarche. Dr. Nash has proposed eliminating the disability insurance language as the administrators' individual contracts expire.

8. Joint Financial meeting follow-up – Dr. Nash

Dr. Nash and Mr. Mathieu met with Charlton Board of Selectmen Vice Chair Deborah Noble to discuss questions regarding the override. They will seek the support from the Charlton Finance Committee regarding the \$37,000 assessment increase.

9. NEW BUSINESS

As a cost saving measure, the district will pilot the new Houghton-Mifflin reading curriculum in the 2019-2020 school year. Professional development opportunities will be held during the second half of the school year to assist staff in gaining a comfort level for implementation in 2020-21.

10. Substitute Management software (Frontline)

Mr. Mathieu and Technology Director Dan D’Arcangelo will participate in a webinar on Friday to learn more about the software. The substitute coordinator positions will not be filled at the elementary schools. The middle and high school principals have asked that the positions be filled for one more year to oversee the automated process. The annual cost of the software is estimated at under \$10,000, with a one-time set up cost of a \$6,000.

11. Update on School Choice

There are 34 applications overall, with 10 in grade 7, 6 in grade 8, and 18 in grade 9

The subcommittee agreed that all current applicants can be notified of their acceptance, and the deadline for applications be extended to June 30.

12. Athletic & Extra-curricular fees for high school and middle school

The subcommittee recommends no increases to fees at this time.

13. Update on school lunch debt collection

There is no update on collection efforts. Mr. Mathieu and Food Services Manager Matthew Greenberg are researching collection agencies. The chair has asked that the School Committee vote on whether to use a collection agency.

The Policy Review Subcommittee will revisit policy JQ next year.

14. Future agenda items – wait for reorganization of the school committee at its June 12 meeting.

15. Future meetings – Post a tentative meeting of the Budget and Finance Subcommittee meeting for Wednesday, May 22, 2019 at 6 p.m. It will be held if needed

16. Wait for reorganization at June 12 school committee meeting, pending town meeting votes.

17. Adjourn 1stC C. Kabala 2nd S. Reed approved at 10:10 a.m.