

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, April 24, 2019 at Charlton Middle School, 2 Oxford Road, Charlton, MA 01507, 7:00 p.m.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair  
Pauline J. Aucoin, Chair  
Cathleen Carmignani  
Catherine M. Kabala  
Stephanie A. Reed, at 7:03 p.m.  
Jamie L. Terry

Committee member Elaine M. Rabbitt was not in attendance.

Also in attendance were Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; District Administrators Barbara Marderosian, Lori Pacheco, Dean Packard, Kathleen Pastore; district teachers Kevin Foley, Amy Bassett; district residents, Kenneth Laferriere, Stefan Sage; media representatives Rich Earle, audio visual coordinator; Sandra Sullivan, recording secretary.

**I. Call to Order**

The chair called the meeting to order at 7:01 p.m.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

*Minutes of Regular Meeting of Wednesday, April 10, 2019*

A motion by M. Antocci, seconded by C. Kabala, to approve the minutes of the regular meeting of Wednesday, April 10, 2019, as corrected, was approved by unanimous vote.

Mrs. Reed arrived.

*Minutes of Executive Session of Wednesday, April 10, 2019*

A motion by M. Antocci, seconded by J. Terry to approve the minutes of the executive session of Wednesday, May 10, 2019, was approved. Mrs. Reed abstained.

**IV. Approval of Warrants**

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

<b>Payroll Warrant</b>		<b>Subcommittee Warrant</b>	
Warrant #	Amount	Warrant #	Amount
1286 Void	-\$3425.77	113	\$68,210.41
1288D	\$440,399.46	114	\$60.00
1288P	\$1,209,264.53	115	\$300,783.62
		116	\$30.00
<b>Total</b>	<b>\$1,646,238.22</b>		<b>\$369,084.03</b>

**V. Citizens' Forum**

No one from the public spoke at this time.

**VI. Communications**

Mrs. Terry said the Charlton Fire Department is willing to attend an upcoming school committee meeting to present information about Charlton's proposed new safety complex. Dr. Nash agreed to schedule this presentation.

Mrs. Carmignani said the new director of the Webster-Dudley Boys and Girls Club would like to present to the school committee in the fall regarding the club's offerings.

**VII. Superintendent's Report**

Dr. Nash will begin transition meetings with Superintendent-elect Mr. Lamarche this Friday in Bourne. Will bring back his thoughts on the reorganization. Discussions about positions, He had asked about town meetings. Anticipates that in the next 2 months, setting these up every couple of weeks. Very Worthwhile.

**VIII. Student Representative Report – Ceilidgh O'Brien**

There is no report as Miss O'Brien was not in attendance this evening.

**IX. New Business**

**A. Director of Finance and Operations Report (*Vote Required*)**

Mr. Mathieu reported that the district's auditors, Powers and Sullivan, have completed its review of the end of year report. Mr. Mathieu provided copies of the firm's report, which shows there are no findings.

Mr. Mathieu said he has updated his previous memo regarding the FY 20 Budget to reflect the discussion of the Budget and Finance Subcommittee. Because this is a separate agenda item, he will discuss the updates during that portion of the meeting.

Mr. Mathieu said the affirmative vote to join a Joint Purchasing Group for health insurance necessitates naming a representative to the Mass. Strategic Health Group (MSHG). He said he is the logical choice, and that MaryEllen Cerbone, Benefits Coordinator, may be named as the alternate member.

A motion by S. Reed, seconded by M. Antocci to appoint Richard J. Mathieu, Director of Finance and Operations, as the district representative to the Mass. Strategic Health Group (MSHG), was approved by unanimous vote.

A motion by S. Reed, seconded by C. Kabala to appoint MaryEllen Cerbone, Benefits Coordinator, as the district alternate representative to the Mass. Strategic Health Group (MSHG), was approved by unanimous vote.

**B. FY 20 Budget Update (*Vote May be Required*)**

Mr. Mathieu has updated FY 2020 budget information as a result of both the affirmative vote on the joint purchasing agreement, as well as discussion during the April 23, 2019 Budget and Finance Subcommittee meeting.

Mr. Mathieu said the health insurance change has allowed a one-time savings of \$350,784, which is a step toward breaking our reliance on using Excess and Deficiency funds (E&D) to support the budget. From this sum, \$26,000 will be used for an additional instructional assistant at Charlton Elementary School; \$70,000 has been added for the cost of a potential district facilities study; and \$265,000 can cover the cost of the grades 1-4 reading curriculum.

Mr. Mathieu emphasized that no decisions have been made regarding the reading curriculum, but in order to have the funds and strive for a July 1 implementation, the cost needs to be included in the budget.

Mr. Mathieu said the state's House budget indicates possible increases to Chapter 70, and regional transportation reimbursement; however, the budget and finance subcommittee has recommended those figures not be considered at the time.

Mr. Mathieu said although the total budget has not changed, he asked the committee to approve the figures as the revenue has changed.

A motion was made by C. Carmignani, seconded by S. Reed to approve FY 2020 assessments totaling \$22,270,797 as Charlton – \$13,489,957; Dudley - \$8,780,840, for a total budget of \$50,006,069, was approved by unanimous vote.

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

Mrs. Reed is the vice chair of this subcommittee, and spoke in Mrs. Rabbitt's absence.

Facilities study: the subcommittee agreed that a facilities study is necessary to allow the district to prioritize its capital needs.

Substitute software system: the subcommittee agreed that the Frontline substitute management system is worth the investment as it costs less than funding the coordinator stipends, and gives the district an edge in attracting and keeping the best substitutes.

School lunch debt: An additional \$1,600 in school lunch debt has been collected. Mrs. Reed said Food Services Director Matthew Greenberg continues to contact those with outstanding balances, as well as reviewing balances with principals, while reviewing debt collection agencies.

Mrs. Aucoin requested a review of the cafeteria revolving account.

School Choice: To date, 24 applications have been received. A press release has been sent to local media outlets informing the public of the availability of open seats.

Mrs. Kabala asked if the committee should open seats to grades 10-12 in view of the low number of applicants. Dr. Nash said it is still early, and suggested a review in August.

D. Report of the Policy Review Subcommittee (*Vote Required*)

Proposed for Amendment: Policy ADC, Tobacco Products on School Premises Prohibited

Mrs. Antocci presented Policy ADC for second reading and adoption.

A motion by S. Reed, seconded by C. Kabala to waive the reading of the policy, was approved by unanimous vote.

A motion by C. Kabala, seconded by S. Reed, to adopt the policy on this second reading, was approved by unanimous vote.

E. Consideration of Requests for Student Enrollments

- i. Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019 Article XXIII, for Non-Resident Enrollment (*Vote Required*)

Dr. Nash said there are two categories for student enrollment in this section of the collective bargaining agreement. The first paragraph deals with teachers who reside in the district. No vote is required. Dr. Nash has received one request. The second is for those who live in Massachusetts but outside of the district. The contract states the school committee must approve the number of students it will accept. Dr. Nash has received four requests under this section.

A motion by S. Reed, seconded by C. Carmignani to open seats for four students consistent with Article XXIII, was approved by unanimous vote.

F. Capital Plan Study – DRA Presentation *(Vote Required)*

The budget and finance subcommittee previously heard presentations from two companies regarding their services in conducting educational and capital needs facilities studies. The budget and finance subcommittee agreed that while it would be desirable to conduct both studies, the facilities study is more critical as it would allow the district to set a baseline for capital needs.

Mr. Mathieu said this does not follow regular bid requirements, but allows the district to negotiate the price. He said the goal would be to conduct the study over the summer.

Mrs. Reed said the school district is not on the towns' radar for any capital needs, and this study would provide the towns with evidence of our needs.

The committee disagreed on the need to conduct this study now, citing costs and the need for more information.

Mrs. Antocci said the district has the funds available now and should at least move forward with a conversation with various companies. She said the cost could be significantly reduced with the same results.

Mrs. Reed said the process requires a request for proposals, (RFQ), and said any vote this evening would be to start that process, not selecting a firm. She said the Charlton Middle School roof needs replacement and that if this process is delayed further, the roof cannot be worked on when the kids are out of school.

Mr. Mathieu said he can provide a detailed time line at the next meeting.

A motion by S. Reed, seconded by M. Antocci to start the process of securing a facilities study was approved by unanimous vote.

G. Consideration of Request for Home Instruction *(Vote Required)*

Dr. Nash presented two requests from Charlton parents to homeschool their children in grades 1 and 6 for the remainder of the 2018-2019 school year.

A motion by S. Reed, seconded by C. Kabala to approve the requests for home school as presented, was approved by unanimous vote.

H. Consideration of Requests for Leaves of Absence *(Vote Required)*

*Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019 Article XV, Extended Leaves of Absence, Article F – Kevin Foley; Article J - Kurt Savage (Vote May be Required)*

Shepherd Hill Regional High School biology teacher Kurt Savage has requested a one year leave of absence without pay to teach in a private school. Dr. Nash said the purpose of this leave is allowable under Item J of Article XXIII.

A motion by C. Kabala, seconded by S. Reed to approve the request of Kurt Savage for a one-year unpaid leave of absence, for the 2019-2020 school year, was approved by unanimous vote. MR. Savage will be eligible for health benefits under COBRA, 100% at his own cost.

Charlton Middle School physical education teacher Kevin Foley has requested to extend his current leave through the 2019-2020 school year, under item F of Article XXIII. Mrs. Aucoin said this article requires medical documentation, which is not included with his request. Mr. Foley indicated he can provide this at a later date.

The committee elected to table this request to May 8 pending submission of Mr. Foley's medical information.

I. Consideration of Requests for Overnight / Out of State Travel, Shepherd Hill Band Director David Macuga, Policy IJOA (*Vote Required*)

Dr. Nash recommends this item be tabled until May 8, stating she has met with Band Director David Macuga. Dr. Nash is developing a form that will be used for everyone making travel requests.

Mrs. Aucoin reported the Wage and Benefit Negotiation Subcommittee met yesterday. The next meeting is May 1, and the subcommittee will meet with the different employee classifications.

**X. Next Meeting Dates**

**School Committee Meetings:**

- Wednesday, May 8, 2019, Shepherd Hill Regional High School, 7 p.m.
- Wednesday, May 22, 2019, Charlton Middle School, 7 p.m.

**Budget and Finance Subcommittee:**

- Tuesday, May 7, 2019, Shepherd Hill Regional High School, 8:30-10:30 a.m.

**Policy Review Subcommittee:**

- Tuesday, April 30, at 8:30 a.m. and May 6, 2019, Shepherd Hill Regional High School, 1 p.m.

**Wage and Benefit Review Subcommittee:**

- Wednesday, May 1, 2019, Shepherd Hill Regional High School, Dudley, 2:30 p.m.

**XI. Future Agenda Items** – handbooks, school improvement plans, central office reorganization, Houghton-Mifflin presentation

**XII. Executive Session:** to discuss strategy with respect to collective bargaining or litigation with union personnel, if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares," and "to conduct strategy sessions in preparation for negotiations with union personnel..." to reconvene for votes if necessary, and to adjourn

*Dudley-Charlton Teachers Association*

The chair entertained a motion to enter executive session, and this was approved by unanimous roll call vote at 8:06 p.m.

The committee returned to open session at 9:01 p.m. for the purpose of adjournment.

**XIII. Adjourn**

**Minutes of the School Committee  
Meeting of Wednesday, April 24, 2019**

A motion by S. Reed, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 9:01 p.m.

Items used for this meeting include:

Agenda for Wednesday, April 24, 2019 and revised	Minutes of the Regular Meeting of Wednesday, March 27, 2019	Minutes of the Executive Session of Wednesday, March 27, 2019	Superintendent’s Report: New Business Items
Finance Director’s Report April 24, 2019	Policy ADC Proposed for Amendment	Minutes of the Budget and Finance Subcommittee 3/26/19	FY 20 Budget Memo 3 and Information
Overnight Travel Requests, Shepherd Hill Regional High School Band	Requests for Leaves of Absence Savage, Foley		

Respectfully submitted by Sandra Sullivan, recording secretary