

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Wednesday, September 25, 2019, at Charlton Middle School, 2 Oxford Road, Charlton, MA 01507, 7 p.m.

In attendance were members of the School Committee:

- Pauline J. Aucoin, Chair
- Cathleen Carmignani
- Catherine M. Kabala
- Kenneth J. Laferriere
- Jamie L. Terry
- Ceilidgh O’Brien, Student Representative

Mary N. Antocci, 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, Karen A. Ares, Lori A. Pacheco, Principal, Charlton Elementary School, Dean W. Packard, Kathleen E. Pastore, Diane D. Seibold; Kevin Foley, Charlton resident Stefan Sage; media representatives Richard Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

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

II. Pledge of Allegiance

The chair observed a moment of silence in memory of Irene Scheffler, who served the district for many years as a cook in the Shepherd Hill Regional High School cafeteria.

III. Approval of Minutes

A. *Minutes of Regular Meeting of Wednesday, September 11, 2019*

A motion by C. Kabala, seconded by K. Laferriere to approve the minutes of the meeting of Wednesday, September 11, 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
23	\$831.10	1325D	\$120.23	21	\$228,305.12
24	\$472,600.98	1325P	\$880.00	22	\$40,686.24
		1327D	\$680.41	156	\$6,344.57
		1327P	\$2,080.00		
		1328D	\$1,177.95		

		1328P	\$3,712.63		
		1329D	\$458,128.30		
		1329P	\$,1284,275.32		
		1330D	\$9.14		
		1330P	\$60.64		
Total	\$473,432.08		\$1,751,124.62		\$275,335.93

V. Citizens’ Forum

No one spoke at this time.

VI. Communications

Mrs. Kabala shared communication she received from Shepherd Hill Regional High School Health teacher Ashley Gustafson, who is currently on a leave of absence. Ms. Gustafson is pursuing a career as a motivational speaker through her platform, *Navigating Through Quicksand*. Ms. Gustafson speaks about making connections with students and offered updates on two recent Shepherd Hill graduates, Alyssa Trueman, and Avery Ceccarelli.

Mr. Laferriere attended First Honor’s Dinner at Shepherd Hill and congratulated the staff, students, and parents for achievements.

VII. Superintendent’s Report

- a. Mr. Lamarche continues to monitor the threat of Triple E, and sent two updates to district families today. Both Dudley and Charlton have been designated as high risk. A 70-year-old man from Charlton has contracted the mosquito-borne disease. Mr. Lamarche warned citizens about outdoor activities and said that all school-related activities will cease at 5:30 p.m. effective Monday, September 30.
- b. Mr. Lamarche also attended the First Honors Dinner at Shepherd Hill Regional High School, and thanked Food Service Director Matthew Greenberg for the excellent food. Mr. Lamarche said the speakers were great, and the students, whom he had dubbed *acaletes*, were phenomenal.
- c. Mr. Lamarche reported on the Student Opportunity Act, sponsored by the Massachusetts legislative Joint Committee on Education. The bill is expected to be debated in the Senate in two weeks.
- d. Mr. Lamarche and six administrators participated in a Learning Walk earlier today, visiting four classroom environments to record evidence based on the co-teaching observation checklist, the intensive learning center checklist, and the classroom walkthrough observation tool.
- e. Mr. Lamarche held the first meeting of what has been called the Superintendent’s Advisory Council. The group’s name has been changed to the DCLC for Dudley-Charlton Leadership Council. Mr. Lamarche is excited to work with this outstanding group of students. The next meeting is Tuesday, October 8.
- f. Mr. Lamarche attended the Charlton Board of Selectmen’s meeting Tuesday evening. Among the topics discussed was the recent visit by the Massachusetts School Building Authority and the impact to the towns should the district be invited for further consideration. Mr. Lamarche plans to visit the Dudley board as well.

VIII. Student Representative Report – Ceilidh O’Brien

- a. Shepherd Hill Homecoming is this weekend with several athletic events and activities throughout the day on Saturday, and concluding with a Homecoming Dance Saturday evening. Reminded about Shepherd Hill Homecoming Day

- b. The Shepherd Hill Volleyball program has raised \$5,000 to donate to Ovarian Cancer Research in honor of Dudley resident Dawn Lindstrom.
- c. At a recent meet, the Shepherd Hill Girls Cross Country team set a new record. Five of the top six finishers were from Shepherd Hill.
- d. Shepherd Hill students are collecting money and supplies to benefit the victims of Hurricane Dorian.
- e. The Shepherd Hill National Honor Society has stepped up recycling efforts by purchasing bins for each classroom to collect paper and bottles and cans.
- f. Three Shepherd Hill seniors have been recognized as National Merit Commended Students: Madison Hill, Hannah Guerin, and Ryan Moore.
- g. Miss O'Brien said she is enjoying Mr. Damelio's Effective Presentations class, and is learning so much from her fellow students' presentations.

IX. New Business

A. Superintendent's Entry Plan

On Monday, September 16, Mr. Lamarche sent out to all staff and parents a link to the document, "A Studied Introduction" and a short survey designed to collect feedback and promote collaboration as he forges a pathway forward as he leads the district. Mr. Lamarche reported he has received 52 responses.

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

Mr. Mathieu presented several donations for the committee's acceptance.

To the district for the Special Education Parents Advisory Committee for speakers and materials	\$580
With an additional donation for SEPAC	\$ 80
To Shepherd Hill from Music Parents Association to offset cost of Orientation Day breakfast	\$250
To Heritage School – Staples gift card	\$250

A motion by C. Kabala, second by K. Laferriere to accept the donations as presented this evening, was approved by unanimous vote.

Mr. Mathieu presented an updated report of the district hiring over the summer, which originally showed a \$40,000 deficit, but which has since been reduced to \$20,000. Mr. Mathieu said this can be covered by Circuit Breaker funds.

As required by the Asbestos Hazard Emergency Response Act (AHERA) Mr. Mathieu presented a report of the presence of asbestos in two of the district's seven buildings- Shepherd Hill and Charlton Elementary School. This notification is posted in all schools and in each town hall.

C. Appointment of District Treasurer (Vote Required)

Following the resignation of Melinda Ernst Fournier, the district hired June Hubbard-Ward, who has submitted her resignation effective September 30. The position was reposted and two applicants were received. Mr. Lamarche said one candidate stood out with her experience. Mr. Lamarche and Mr. Mathieu conducted extensive background checks due to an incident that occurred during the candidate's employment at Algonquin school district. The candidate, Carol Baron of Dudley, currently serves as treasurer of Bay Path Regional Vocational Technical High School, and was a long time treasurer for the town of Dudley. Mr. Lamarche presented Ms. Baron as the recommended candidate for the position.

A motion by C. Kabala, seconded by K. Laferriere to appoint Carol A. Baron as the District Treasurer, effective October 1, 2019, at the annual salary rate of \$17,150, prorated, was approved by unanimous vote.

Mrs. Terry thanked Mr. Lamarche for conducting the background checks, and the information that was provided.

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

Mrs. Kabala reported on the subcommittee meeting of Tuesday, September 17.

The subcommittee reviewed a draft of the FY 2021 budget timeline, which features specific budget topics for each month.

The subcommittee agreed that the traditional Legislative Breakfast will now feature meetings with local officials only.

The subcommittee reviewed the 2019-2020 hiring map, and school choice numbers.

Superintendent Lamarche is seeking members of the Capital Outlay Committee from to join two school committee members Mr. Laferriere and Mrs. Kabala.

Mrs. Kabala said school committee members may feel free to request items for the subcommittee to discuss and review.

E. Assistant Superintendent for Teaching and Learning Report

Mrs. Ares provided highlights of each school including the start-up of benchmark assessments in reading and math, and the Houghton-Mifflin Harcourt reading pilot group. The new Biomedical Science and Engineering Innovation Pathway is underway at Shepherd Hill.

Mrs. Ares reported that a group of fifth grade teachers at both middle schools have been accepted in the Department of Elementary and Secondary Education's grant funded program, NextGen TIME (Toolkit for Instructional Materials Evaluation), which is a program for evaluating science curriculum materials.

F. Update Co-Teaching Initiative

Mrs. Allen and Mrs. Ares offered an update on the district's co-teaching initiative, now referred to as a best practice. Co-teaching consists of two teachers working with students, sharing and planning the delivery and assessment of instruction. Cohort A is underway at all schools, and the team will explore the many models of co-teaching through additional training and planning.

Students have indicated they are enjoying having two teachers in the class while staff are enjoying the shared responsibility, the balance, and the collaboration. The practice is flexible, and allows students' needs to drive the instruction.

Mrs. Allen noted there was no budgetary impact of cohort A, as each school traded two instructional assistants for one special education teacher. No one lost his/her job in this phase

G. Massachusetts School Building Authority Senior Study Site Visit

Mr. Lamarche reported on the senior study site visit conducted by the Massachusetts School Building Authority on Wednesday, September 18. Mr. Lamarche and members of the school committee met with the executive director, project managers and consultants to field questions during a tour of Shepherd Hill. Mr. Lamarche said based on that session, a renovation project would be the best course of action rather than a new build. The building maintenance is not in question, but the roof and some of the out-of-date systems are a concern.

The team identified three major priorities: programmatic space, ADA compliance, and school safety.

H. Consideration to Appoint a Delegate to the MASC/MASS conference
 Mrs. Antocci, Mrs. Carmignani and Mr. Laferriere will attend the November conference.

Mr. Laferriere was selected as the voting delegate.

I. Review MASC 2019 Report of Resolutions
 Discussion on this item was tabled until the next meeting.

X. Next Meeting Dates

School Committee Meetings:

- Wednesday October 9, 2019, Shepherd Hill Regional High School, 7 PM

Budget and Finance Subcommittee:

- Tuesday, October 15, Shepherd Hill Regional High School, 8:30 AM.

Policy Review Subcommittee:

- Monday, October 7, 2019, Shepherd Hill Regional High School, 9:00 AM

Curriculum Subcommittee for Teaching and Learning:

- October 17, 2019, Shepherd Hill Regional High School, 10:00 AM

Capital Outlay Subcommittee – TBD

Safety Subcommittee – Monday, October 21, 2019, Charlton Middle School, 11 a.m.

XI. Future Agenda Items –final school choice numbers, MCAS results (November), new director, Webster-Dudley Boys and Girls Club

XII. Adjourn

A motion by C. Kabala, second by J. Terry to adjourn the meeting was approved by unanimous vote at 8:48 p.m.

Items used for this meeting included the following:

Agenda for Meeting of September 25, 2019	Minutes of Meeting of Wednesday, September 11, 2019	Superintendent’s Report September 20, 2019
A Studied Introduction – Google Forms	A Studied Introduction	Budget and Finance Subcommittee Meeting Minutes of 8/20/19
District Treasurer application	MASC Resolutions 2019	Director of Finance and Operations Report 9/20/2019
Student Success Act	Statute List	Student ACT Fact Sheet
Teaching and Learning Update		

Respectfully submitted by Sandra Sullivan, recording secretary