

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Wednesday, January 8, 2020 at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, MA 01571, at 7 p.m.

In attendance were members of the School Committee:

- Pauline J. Aucoin, Chair
- Mary N. Antocci, Vice Chair
- Cathleen Carmignani
- Catherine M. Kabala
- Kenneth J. Laferriere
- Stephanie A. Reed at 7:53.
- Jamie L. Terry
- Ceilidgh O’Brien, Student Representative

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

Mr. Mathieu was not in attendance.

I. Call to Order

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

The chair called for a moment of silence in memory of Ron Conway Jr. The Charlton Middle School Custodian died Saturday, December 28, 2019.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, December 11, 2019

A motion by M. Antocci, seconded by C. Carmignani to approve the minutes of the meeting of Wednesday, December 11, 2019, as corrected, was approved by majority vote. Mrs. Aucoin abstained.

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
48	\$727,240.71	1352D	\$476,070.50	45	\$63,379.38
49	\$19,500.00	1352DReis	\$134,062.83	46	\$492,618.48
		1352Dvoid	\$-117,193.37	47	\$483,614.75
		1352P	\$1,266,441.34		
		1353D	\$164.93		

		1353P	\$697.78		
		1354D	\$896.80		
		1354P	\$3,421.13		
		1356D	\$483,929.96		
		1356P	\$1,283,538.98		
Total	\$746,740.71	Total	\$3,532,030.88	Total	\$1,039,612.61

V. Student Representative Report – Ceilidgh O’Brien

Miss O’Brien reported on the following:

Shepherd Hill’s National Honor Society send holiday letters to deployed soldiers.

The Tri-M Music Honor Society inducted 30 new members in December.

The Ski Club is in full swing at Shepherd Hill, Charlton Middle School, and Dudley Middle School.

Shepherd Hill Sophomore Elizabeth Valley was the opening act for performer Adam Lambert at Worcester’s Mechanics Hall.

Shepherd Hill host the Central Massachusetts Show Choir Festival Jan. 31 and Feb. 1.

The Shepherd Hill Field Renovation fundraising effort has collected \$6,125 to date.

Parents, faculty and alumni are invited to the Cornhole Tournament Saturday, January 25 at Thompson Speedway.

The cost is \$50 per team.

The Shepherd Hill Student Council collected items for homebound seniors throughout December.

VI. Citizens’ Forum

No one spoke at this time.

VII. Communications

There were none to report.

VIII. Superintendent’s Report

Mr. Lamarche wished the committee a happy new year, and noted the theme for the year can be 2020 Vision.

Mr. Lamarche enjoyed his participation in the Shepherd Hill Holiday Spectacular.

Mr. Lamarche and Mr. Mathieu met with Dudley officials to open lines of communication regarding FY 2021. In attendance were Town Administrator Jonathan Ruda, Treasurer Richard Carmignani, and Accountant Debra Thibaudeau.

Mr. Lamarche welcomed new Charlton Town Administrator Andrew Golas, stating he is looking forward to working with him.

On Friday, January 10, Mr. Lamarche will be participating in Community Resilience Building at the Dudley Town Hall.

Mr. Lamarche said the Federal Communications Commission (FCC) is working with the telecommunications industry to combat reverse 911 calls by creating a three-tier rating system for telephone notification systems as either A, B, or C. Mr. Lamarche noted that the district’s One Call Now is rated as a C, and messages may not be allowed to go through. The district is working on a solution.

Mr. Lamarche and Mr. Chaplin attended the Academic Excellence Scholars Luncheon at Holy Cross on Tuesday with one of the recipients, Hannah Guerin.

The position of Assistant Superintendent for Teaching and Learning has been posted, and Mr. Lamarche is finalizing the search committee. He is confirming a date to review the applications as either Jan 22 or Jan. 23.

Mrs. Aucoin noted that Mrs. Terry has withdrawn from the Search Committee, and appointed Mr. Laferriere to serve with Mrs. Antocci.

IX. New Business

- A. Report of the Director of Finance and Operations (*Vote Required*)
Acceptance of Donations – There were none to accept.

Mr. Lamarche offered the report in Mr. Mathieu's absence.

The district is continuing its study of General Ledger Software. Business Office employees viewed presentations by Vadar on Jan. 3, and will view Munis on Jan. 17.

The district is working through the options of either repairing or replacing the Shepherd Hill tennis courts. Mr. Mathieu said it appears that this service is available through the state bid list, but at a maximum expenditure of \$50,000. Mr. Mathieu will speak with potential vendors to seek revised quotes to keep the cost within this window. The cost to replace the courts is estimated at over \$200,000, and Mr. Mathieu said the district does not have the funds for replacement. He said resurfaced courts should last 10 years.

Mrs. Antocci requested Mr. Mathieu investigate a docu-sign feature as part of the new software that will allow committee members to sign warrants remotely in a more uniform manner.

Mr. Laferriere said he is aware of grant opportunities for repairing tennis courts. He will provide Mr. Lamarche the link. Mrs. Terry said she also has links to grant information.

- B. Report of the Interim Assistant Superintendent for Teaching and Learning

Curriculum Study Group: Mrs. Ares reported on the curriculum study group for grades 1-5 science.

Project 500: Mrs. Ares reported the Project 500 team identified the need for Project Read training for a group of 19 newer teachers in grades K-2. This training occurred on Friday, Jan. 3.

Civics: Mrs. Ares reported Grade 8 social studies teachers are taking a field trip to the Edward Kennedy Institute in Dorchester to view learning opportunities for student groups.

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

In addition to the information about the Shepherd Hill tennis courts as discussed above, the subcommittee discussed the need for district administrators to prioritize the budget requests, and any identifiable concessions.

The next meeting date is Tuesday, Jan. 28.

- D. Report of the Policy Review Subcommittee, (*Vote May be Required*)

Distribution of Policies

Mr. Lamarche said the following policies have been identified by the Massachusetts Department of Elementary and Secondary Education as required and vital for those districts undergoing mid-cycle review. The policies will be distributed for feedback from staff and committee members. Other districts have used the policies and they have been approved by DESE.

JFABD, Enrollment Rights of Homeless Students

JFABE, Educational Opportunities for Military Children

JFABF, Educational Opportunities for Children in Foster Care

Presented for First Reading:

Mr. Lamarche said the following policies have been distributed and feedback has been received from staff and school committee members. Suggestions from these groups have been incorporated where appropriate.

JICH, Alcohol, Tobacco and Drug Use by Students Prohibited.

Motion to waive reading – J. Terry, second C. Kabala, approved unanimously.

Motion to approve Policy JICH on first reading – J. Terry, second C. Kabala, approved unanimously.

KF, Use of School Facilities – Mr. Lamarche noted the fee structure for building use has been removed from the policy.

Motion to waive reading: J. Terry, second C. Kabala, approved unanimously.

Motion to approve Policy KF on first reading: J. Terry, second C. Kabala, approved unanimously.

IJOA, School Sponsored Field Trips – Mr. Lamarche reported administrators are using the new online process for requesting field trips.

Motion to waive reading: J. Terry, second C. Kabala, approved unanimously.

Motion to approve Policy IJOA on first reading: J. Terry, second C. Kabala, approved unanimously.

E. Update on Co-Teaching Initiative

(Committee member S. Reed arrived during this discussion)

Pupil Personnel Director Lorinda Allen provided an update on the district's co-teaching initiative that is in its first year.

Mrs. Allen said a district team attended a program evaluation pilot convened by the Department of Elementary and Secondary Education. The district team will evaluate the co-teaching initiative.

Mrs. Allen said there are 23 co-teaching teams in the district this year. Through the budget, the plan is to add four new teams next year at Dudley Elementary School, grade 4; Heritage School, grade. 2; Dudley Middle School grade 5, and grades 6 and 7 at Charlton Middle School.

Mrs. Allen said the initiative was proposed as a three-year project; however, the second tier should provide the desired full continuum and here will be no need for year 3.

Mrs. Terry requested a report on the numbers of students who have special needs and require a co-taught classroom.

Mrs. Antocci noted the high cost of adding staff and asked whether the district plans to reallocate staff.

Mr. Lamarche said there was discussion during today's administrative council meeting, specifically, how can we offset the cost of adding staff. Mr. Lamarche said to fund the program for the current school year, instructional assistant positions were used to pay for it. Mr. Lamarche said this is not the model going forward. In essence, he said, it did not work as instructional assistants were added at the beginning of the year.

Mrs. Allen stated the staff regularly determines whether students can be brought back into the district from out-of-district placements.

Mrs. Terry said she is pleased with how this initiative is helping children and rejuvenating teachers.

F. MSBA CORE Program Application *(Vote May be Required)*

Mr. Lamarche received emails from the Massachusetts School Building Authority regarding the CORE program application process. Mr. Lamarche asked the committee for its support to meet the April 8 deadline for submitting a Statement of Interest.

A motion by M. Antocci, seconded by C. Carmignani to authorize the participation by the district in the MSBA CORE Program application, and this was approved by unanimous vote.

Mr. Lamarche said throughout his meetings and discussions with town officials, he has continued to indicate that this would be a renovation project rather than a raze and rebuild.

G. District Technology Network Update

Mr. Lamarche reported on the recent encryption impediment experienced by the district, and thanked the instructional technology department for its correct handline of the incident.

An impediment was launched on December 17 on desktop computers at Charlton Middle School, and as a result, servers were shut down. Access to the internet was available through a guest network.

Mr. Lamarche said it appears that this was a virus rather than ransomware, and affected 50 desktop computers and four servers. The next steps are improving staff notification, purchasing general ledger software that is not housed in-district, and conducting an IT health snapshot assessment.

Mr. Lamarche said the district has identified its vulnerabilities.

The committee joined in thanking the IT department for its work as the staff put in many hours.

A motion by C. Kabala, seconded by K. Laferriere to ask the superintendent to send a letter to the members of the IT department, was approved by unanimous vote.

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

Mr. Lamarche presented the requests that were made through the district's new online system.

Request #24, Trip by the Charlton Middle School grade 8 to Canobie Lake Park in New Hampshire for end of year activities, June 12, 2020. A motion by C. Kabala, seconded by S. Reed to approve this trip as requested, was approved by unanimous vote.

Request #30, Trip by the Charlton Middle School Show Choir to Daniel Hand High School, Madison, CT for 5th Annual Connecticut Classic, March 7, 2020. A motion by S. Reed, seconded by C. Kabala to approve the trip as requested, was approved by unanimous vote.

X. Next Meeting Dates

- School Committee Meeting: Wednesday, January 22, 2020, Charlton Middle School, 7 PM
- Budget and Finance Subcommittee: Tuesday, January 28, 2020, Shepherd Hill Regional High School, 8:30 AM.
- Executive Session Minutes Review, Tuesday, January 28, 2020 at 10 AM
- Policy Review Subcommittee: Monday, February 3, 2020, Shepherd Hill Regional High School, 8:30 AM
- Curriculum Subcommittee for Teaching and Learning: Thursday, January 16, 2020, Shepherd Hill Regional High School 10 AM.
- Capital Outlay Subcommittee: TBD
- Safety Subcommittee: TBD, Charlton Middle School, 11 AM.
- Calendar Subcommittee: TBD, Jamie and Stephanie.
- Assistant Superintendent Search Committee: TBD

XI. Future Agenda Items –FY 21 Budget, Policy Review Subcommittee Report, Project 500, Principal Showcases: Mason Road School, Dudley Middle School, Shepherd Hill, Heritage School, Assistant Superintendent Search Update, Studied Introduction (January 22), General Ledger Software, FY 21 Budget Presentations (February)

Mrs. Antocci requested a schedule of meetings for the year, including the date of the second meeting in April as that falls during spring vacation.

XII. Adjourn

A motion by K. Laferriere, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 8:24 PM.

Items used for this meeting include:

Agenda for January 8, 2020	Minutes of December 11, 2019	Superintendent’s Report 1/8/20	Superintendent’s Report revised 1/8/20
Assistant Superintendent’s Report 1/8/20	Director of Pupil Personnel Services Report	Finance Director’s Report 1/8/20	Field Trip Requests: Charlton Middle School Show Choir; Charlton Middle School, Grade 8
Policies Proposed for Distribution: JFABD, JFABE, JFABF	Policies Presented for First Reading: IJOA, KF, JICH	MSBA Statement of Interest Opening Announcement	

Respectfully submitted by Sandra Sullivan, recording secretary