

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, January 22, 2020 at Charlton Middle School, 2 Oxford Road, Charlton, MA 01571, 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
- Jamie L. Terry

Ceilidgh O’Brien, Student Representative, was 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, Jennifer A. Desto, Lori A. Pacheco, Dean W. Packard, Kathleen E. Pastore, Christopher E. Starczewski; district teachers Kevin Foley, David Deremian, Cyndi Piehl, Eric Hensel, Dan Duffy; media representatives Rich 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

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, January 8, 2020

A motion by M. Antocci, seconded by K. Laferriere to approve the minutes of the school committee meeting of Wednesday, January 8, 2020, 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.

Accounts Payable		Payroll		Subcommittee Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
52	\$1,612,673.40	1359D	\$472,985.86	50	\$39,493.44
		1359P	\$1,257,835.20	51	\$314,708.38
Total	\$1,612,673.40	Total	\$1,730,821.06	Total	\$354,201.82

V. Student Representative Report – Ceilidgh O’Brien

This item was tabled in Miss O’Brien’s absence.

VI. Citizens’ Forum

No members of the public spoke at this time.

VII. Communications

1. Mr. Lamarche shared a communication from Breast Friends Connections, thanking the district for its donation of \$286 during October for cancer awareness.
2. Mr. Lamarche reported that Shepherd Hill is one of 14 high schools to be awarded a grant by the Baker–Polito administration for its early career program. The \$50,000 grant is the result of the Innovation Pathways program established for healthcare / social assistance and manufacturing will serve 172 students when fully enrolled. The school is partnering with MassHire Central Region Workforce Board and Gentex Optics as lead employees. Students will also benefit from dual enrollment opportunities with Quinsigamond Community College.
3. Mrs. Kabala shared concerns expressed by a district retiree that the price of medication has increased under the new insurance. Mr. Lamarche said he is aware of two recent inquiries, and that district Benefits Coordinator MaryEllen Cerbone has offered solutions.
4. Mr. Laferriere thanked the members of the Charlton Elementary School Choose to be Nice Club for sending cards to the school committee.

VIII. Superintendent’s Report

1. Mr. Lamarche said the district is feeling the effects of the flu, and commended custodial staffs for cleaning all areas of the school. The district recently sponsored a flu clinic at Charlton Elementary School. Concerns were raised when the school’s attendance rate fell to 86% due to the flu. Now all schools are at a 90% attendance rate.
2. Mr. Lamarche reported that the Dudley-Charlton Leadership Council continues its work on a communications project that will bring students from the middle schools together to prepare for their entry to high school. Mr. Lamarche said the council will present the project to the committee in either April or May.
3. Mr. Lamarche met with Dudley community members Friday, January 17 at the Building Community Resilience workshop. The group discussed vulnerabilities to excessive rain storms/flooding, increased wind storms and the extreme temperature shifts. Route 197 is a particularly vulnerable flood zone. There are 31 dams in the town, many in need of repair.

IX. New Business

A. Principal’s Showcase – Mason Road School

Mrs. Desto presented a DVD of students enjoying aspects of the school, such as the opportunity to serve as assistant principal for the day.

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

Mr. Mathieu presented the following donation for the committee’s approval:

To Mason Road School from Box Tops for Education \$287.80.

A motion by C. Kabala, seconded by M. Antocci to accept the donation as presented, was approved by unanimous vote.

Disposal of Surplus Items

Mr. Mathieu said there are additional items proposed for disposal at Heritage School.

A motion by K. Laferriere, seconded by S. Reed to declare as surplus and authorize the finance director to dispose of nine television sets at Heritage School, was approved by unanimous vote.

Driver Education program

Mr. Mathieu said as the numbers of participants in the district's driver education program increases, an additional vehicle was acquired. The old vehicle has been maintained to accommodate the needs.

Transportation routing services

Mr. Mathieu proposed acquiring routing software to analyze the district's bus routes. While there is an accompanying expense, Mr. Mathieu said there is a potential that we can reduce the number of buses as a cost saving measure and this would pay for the software. Mr. Mathieu said this can either be budgeted as part of the FY 21 budget, or executed now. Mr. Mathieu presented the proposal by First Planning Solutions, which is owned by First Student Transportation Services. A two-year commitment is required at \$30,000, plus \$2,100 for the software license. Mr. Mathieu said the cost to put one bus on the road is \$57,000.

Committee members expressed concern that the reduction of a bus would increase the duration of the routes and increase time students spend on buses. Mr. Mathieu said the software finds efficiencies, but the committee would vote to implement them.

A motion by C. Kabala, seconded by K. Laferriere to commit to First Planning Solutions for transportation routing services for two years at \$15,000 per year, plus \$2,100 for the software license, and to fund it with the balance of the contingency fund and the transportation account, was approved by unanimous vote.

Mrs. Carmignani was concerned that this item was not budgeted, and noted the agenda item requesting the .4 FTE instructional assistant later in this meeting. She asked whether funding this item would take away from another area.

Mr. Mathieu said transportation is budgeted at \$3 million and there will likely be a small surplus at the end of the year.

Mrs. Antocci noted that continuing to analyze the routes manually has a cost as well.

Fire Alarm Panels

Mr. Mathieu noted fire alarm panels at Dudley Elementary School and Charlton Middle School are at end of their life and need replacing immediately at \$17,800 and \$36,500 respectively. These expenses will be included in the FY 21 budget, and the items repaired over the summer. Dudley Middle School panels were replaced two years ago, but now individual detectors need to be replaced.

Mr. Mathieu said existing smoke detectors will work with the new panels; however, when one detector needs to be replaced, all must be replaced due to changes in technology. The district will work with Siemens and the local fire departments to determine an acceptable plan

Mrs. Kabala suggested Dudley Fire Chief Dean Kochanowski may have some insights into securing grants to fund this work.

C. Report of the Interim Assistant Superintendent for Teaching and Learning

Mrs. Ares offered an update on teaching and learning events occurring throughout the district, including progress on Project 500, upcoming professional development opportunities for staff, and a positive evaluation by the Department of Elementary and Secondary Education of the district's co-teaching initiative.

A review of the district's mentor program showed that it is on track with others in Southern Worcester County.

D. Assistant Superintendent Search Update

Mr. Lamarche reported the search committee's initial meeting was held earlier this evening. In addition to Mrs. Antocci and Mr. Laferriere, committee members are district teachers Lisa Fitton, Tracy Julian, Rachael Montville, Katie McQuade, Pupil Personnel Director Lorinda Allen, and principal Jennifer A. Desto, and William F. Chaplin.

Mr. Lamarche said all internal candidates will be moved to the semi-finalist round.

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

Presented for Second Reading and Adoption:

JICH, Alcohol, Tobacco and Drug Use by Students Prohibited – this policy combines JICG and JICH. Key changes are the word “prohibited,” and language to ensure that the circumstances of the violation are understood.

A motion by S. Reed, seconded by J. Terry to waive the reading of the policy to the members, was approved by unanimous vote.

A motion by C. Kabala, seconded by J. Terry to approve the amendments, and the adoption of Policy JICH on second reading, was approved by unanimous vote.

IJOA, School Sponsored Field Trips- Mr. Lamarche said the day trip forms are reviewed for costs. With these amendments, the final approval for overnight travel is to provide a list of those attending and the associated costs, to the committee at least 30 days prior to departure. The language covers exceptions.

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

A motion by C. Kabala, seconded by J. Terry to approve the amendments and adopt policy IJOA as presented this evening, was approved by unanimous vote.

KF, Use of School Facilities – Amendments to this policy prioritized the users.

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

A motion by C. Kabala, seconded by J. Terry to approve the amendments and to adopt this policy, was approved by unanimous vote.

F. Superintendent's Studied Introduction (Draft)

This item was tabled.

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

Shepherd Hill Regional High School Varsity Cheerleaders; Heritage School Grade 4

As required by Policy IJOA, an itinerary, and a student/chaperone roster were provided to support the approved Shepherd Hill Show Choir travel to Ohio for the Loveland Show Festival February 13-17, 2020.

Mr. Lamarche presented the amended request by the Shepherd Hill Varsity Cheerleaders to attend the National High School Cheerleading Association's championships January 31-February 2, 2020, which was approved by the Dudley-Charlton Regional School Committee on December 11, 2019. The cheerleaders have encountered road blocks while preparing for this event, and have instead requested to attend the Varsity Spirit Corp and Cheer Ltd Nationals March 19-20, 2020, in South Carolina. The squad would miss school on March 18. March 19 is a day of no school for students in the district.

Cheerleading Coach Loretta Andre provided a cost breakdown: Entrance fee - \$180; round trip flights from Hartford to Myrtle Beach - \$300; lodging, \$150.

A motion by S. Reed, seconded by M. Antocci to approve the request for overnight travel by the Shepherd Hill Varsity Cheerleaders March 18-20, was withdrawn.

The committee noted the need to waive the required six-month prior notification within Policy IJOA.

A motion by K. Laferriere, seconded by C. Kabala to waive the requirement six-months prior notification of the request for overnight, out of state travel, was approved by unanimous vote.

A motion by S. Reed, seconded by C. Kabala to approve the request by the Shepherd Hill Varsity Cheerleaders for overnight travel to Myrtle Beach, South Carolina to compete in the Varsity Spirit Corp and Cheer Ltd Nationals by March 18-20, 2020, was approved by unanimous vote.

Dudley Elementary School submitted a request by fourth grade teacher Jennifer Haas to travel to the Connecticut Science Center, for a class trip on Thursday, June 11, 2020. The cost is \$4 per student.

A motion by K. Laferriere, seconded by C. Kabala to approve the request by Dudley Elementary School grade 4 teacher Jennifer Haas to travel to Connecticut for class day trip to the Connecticut Science Center, was approved by unanimous vote.

Shepherd Hill Regional High School submitted a request by the Winter Percussion and Winter Guard to travel to Dover, New Hampshire March 1, 2020, to compete in the New England School Band Association event. There are no costs to students with this request.

A motion by M. Antocci, seconded by C. Kabala to approve the request by the Shepherd Hill Winter Guard and Winter Percussion to travel to Dover, NH March 1, 2020 for the NESBA competition, was approved by unanimous vote.

H. FY 21 Budget Priorities (Personnel)

With input from district administrators and Richard Mathieu, Director of Finance and Operations, Mr. Lamarche presented seven priorities for inclusion in the FY 21 budget:

1. .5 FTE PK and .5 PK IA at Mason Road School
2. 4.0 FTE co-teachers at Dudley Elementary School, Heritage School, Charlton Middle School, and Dudley Middle School
3. 1 FTE Health Teacher at Dudley Middle School
4. 1.0 FTE School Psychologist at Shepherd Hill
5. 1.0 FTE Athletic Director, 5-12
6. 1.0 Human Resources Director
7. 0.25 FTE ELL Coordinator

Mr. Lamarche commended administrators for their work, and noted any discussion about funding these positions is premature, as the district cannot sustain even a 3% increase. He noted this may not be the final list as we get further into the FY 21 budget.

Mr. Lamarche said there are two tiers to budget requests. He said his next step will be to meet with Dudley-Charlton Teachers' Association leadership.

I. Consideration of Request for Additional Staffing (Vote Required)

0.4 FTE Instructional Assistant, Charlton Elementary School

Pupil Personnel Director Lorinda Allen explained the need for this position arrived with a new preschool student. The 1:1 position will cost an additional \$6,700 for the remainder of this school year. The additional cost will likely be funded by Circuit Breaker funds.

A motion C. Kabala, seconded by S. Reed to approve the new position of a .4 FTE 1:1 instructional assistant at Charlton Elementary School, at the approximate cost of \$6,700, was approved by unanimous vote.

X. Next Meeting Dates

- School Committee Meetings:** Wednesday, February 12, 2020, Shepherd Hill Regional High School, 7 PM
 Wednesday, February 26, 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 Subcommittee,** Tuesday, January 28, 2020, Shepherd Hill Regional High School, 10 AM
- Policy Review Subcommittee:** Wednesday, February 5, 2020, Shepherd Hill Regional High School, 8:30 AM
- Curriculum Subcommittee for Teaching and Learning:** Thursday, March 19, 2020, Shepherd Hill Regional High School, 10 AM
- Capital Outlay Subcommittee:** TBD
- Safety Subcommittee:** Monday, February 3, 2020, Charlton Middle School, 11 AM
- Calendar Subcommittee:** Friday, January 24, 2020, Charlton Middle School, 11 AM

XI. Future Agenda Items – Future Agenda Items – February: FY 21 Budget; Dudley Middle School and Shepherd Hill Regional High School Principal Showcases; General Ledger Software. **March:** Project 500; Heritage School Principal Showcase, 2020-2021 School Year Calendar; **April:** School Choice.

XII. Adjourn

A motion by C. Kabala, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 8:25 p.m.

Items used for this meeting include

<i>Agenda for Wednesday, January 22, 2020</i>	<i>Minutes of the meeting of Wednesday, January 8, 2020</i>	<i>Superintendent’s Report 1/17/20</i>	<i>Finance Director’s Report 1/17/20</i>
<i>Interim Assistant Superintendent Report 1/17/20</i>	<i>Request for additional staffing, Director of Pupil Personnel Services</i>	<i>Policies for second reading: JICH, IJOA, KF</i>	<i>Overnight, Out-of-State Travel: Shepherd Hill (2), Heritage School,</i>

Respectfully submitted by Sandra Sullivan, recording secretary.