

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, January 23, 2019, Charlton Middle School, 2 Oxford Road, Charlton, MA 01507, 7 p.m.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair
Pauline J. Aucoin, Chair
Cathleen Carmignani
Catherine M. Kabala
Elaine M. Rabbitt at 7:10
Stephanie A. Reed
Jamie L. Terry

Celeidgh O'Brien, Student Representative

Also in attendance were Richard J. Mathieu, Director of Finance and Operations; district administrators Lorinda Allen, Karen Ares, William Chaplin, Jennifer Desto, Barbara Marderosian, Lori Pacheco, Dean Packard, Kathleen Pastore, Diane Seibold, Christopher Starczewski; district teachers, Melissa Kerle, Chelsea Socha, Lisa Procopio, Justine Snow, Mary Solomita; Judith Powell, Tracy Novick, Field Director, Massachusetts Association of School Committees; parents and students of Charlton Elementary School; 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 9, 2019

A motion by M. Antocci, seconded by S. Reed to approve the minutes of the meeting of Wednesday, January 9, 2019, as amended, 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:

Payroll Warrant		Subcommittee Warrant		Accounts Payable Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1266D	\$461,367.35	76	\$5,762.83	79	\$45.00
1266P	\$1,215,359.98	77	\$45.00	80	\$0.00
		78	\$494,272.66	81	\$42,711.44
				82	\$580,600.00
Total	\$1,676,727.33	Total	\$500,089.49	Total	\$623,356.44

V. Citizens' Forum

No one spoke at this time.

VI. School Spotlight – Charlton Elementary School

Students Sophia Lemire, Luca Lowe, Sofia DeCarolis, Alaina French and Dylan Anderson, kindergartners in Chelsea Socha's classroom at Charlton Elementary School, modeled the Thinking and Feedback segment of the school's Focus K2 curriculum. A typical 20 minute session involves students discussing and reflecting on others' work by observing, listening and asking/answering questions.

VII. Communications

There were no communications to report.

VIII. Superintendent's Report

There was no report in Dr. Nash's absence.

IX. Student Representative Report – Ceilidgh O'Brien

Miss O'Brien reported on the district's show choirs' participation in the Mill City Show Choir Festival in Lowell. Charlton Middle School's Mirage captured a Gold Award. The Shepherd Hill Drama Club presents *The Incomplete Life and Random Death of Molly Denholz*, Jan. 25 and 26.

In sports news, Shepherd Hill alumnus and Boston College football standout Christopher Lindstrom is participating in the Reece's Senior Bowl, and is expected to be drafted by the National Football League, anticipating NFL draft. Shepherd Hill track team member Brian Santos Ramos continues to break state records. Upcoming events include a prom dress swap, and T-shirt sales to benefit Charlton Middle School head custodian James Rivera, who is battling cancer.

X. New Business

- A. Report of the Superintendent Search Committee: Announcement of the Superintendent Candidates and Discussion (*Vote May be Required*)

Mrs. Aucoin reported the Superintendent Search Committee has concluded its work. Mrs. Aucoin asked Search Committee Chair Elaine Rabbit to report to the committee.

Mrs. Rabbitt reported the search committee had decided to move five candidates forward as finalists; however, one candidate withdrew from consideration Tuesday evening.

Mrs. Rabbitt announced the finalists as Julia Carlson, presently employed as Assistant Superintendent for Fall River Public Schools; Jennifer Haggerty, Superintendent of Schools, Erving School Union #28; Steven Lamarche, Superintendent of Bourne Public Schools, and Dr. Michael Whaley, Principal of Burrillville (RI) High School.

Mrs. Rabbitt said the next steps include site visits to the candidates' schools, and invitations to the candidates to visit the district. Mrs. Rabbitt said the finalists were informed that the decision will be made at the Dudley-Charlton Regional School Committee meeting of February 27. Mrs. Rabbitt thanked the members of the Search Committee: Cathleen Carmignani, Richard Mathieu, Jillien Anderson, Christopher Starczewski, Adrienne Daniels, Randi Booth, Kerry Cyganiewicz, Kevin Foley, Lawrence Dunn, Brooke Beverly, Allison Lawrence, and Catherine Fengler.

Mrs. Rabbitt also thanked representatives from the Massachusetts Association of School Committees: Field Director Tracy Novick and Executive Director Glenn Koocher for their assistance.

Mrs. Aucoin thanked the members as well, and said she is confident that these candidates will be exceptional.

Mrs. Rabbitt said there are seven members of the search committee present: Mrs. Rabbitt, Mrs. Carmignani, Mr. Mathieu, Jillien Anderson, Allison Lawrence, Christopher Starczewski, and Kevin Foley. She asked to approve the minutes of the meetings of December 19, 2018, and January 10, 2019. A motion was made by Christopher Starczewski and was

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seconded by Kevin Foley to accept the minutes, and this was approved by unanimous vote. Eight members of the search committee are present:

Mrs. Aucoin proposed Saturday, February 2 or February 9 as dates to interview the candidates.

Mrs. Rabbitt proposed conducting the interviews over two evenings on February 11 and 12. Mrs. Rabbitt said all of the candidates are coming from a distance, and suggested the interviews be held following a site visit.

Mrs. Aucoin suggested interviewing the four candidates following their visit to Dudley-Charlton Regional School District, and after eliminating two candidates, schedule visits to their schools.

Mrs. Rabbitt asked Ms. Novick to comment. Ms. Novick recommended visiting the home district first, as this forms the questions.

Mrs. Carmignani said she sees the value of getting input from communities, and suggested each visit to the Dudley-Charlton Regional School District conclude with a public forum.

Ms. Novick said the candidates are available to come in for interviews as early as February 11. She instructed the candidates to begin arranging a site visit to their schools.

Mrs. Rabbitt, Mrs. Reed and Mrs. Terry are interested in going on the site visits.

Mrs. Rabbitt said many members of the search committee are interested in going on site visits. Mrs. Rabbitt said the search committee did indicate to the candidates that the visits would be held before February vacation and would conclude with the full committee's deliberation on February 27. Mrs. Rabbitt said she is prepared to do site visits before the interviews. The fear is that if the committee interviews a candidate and then does not invite him or her to the district for a site visit, we are indicating we are eliminating them, and Mrs. Rabbitt said she would like to leave the pool intact throughout the process.

Mrs. Kabala agreed with Mrs. Rabbitt that the candidates would visit the district before the interview.

The schedule was set as two interviews per evening on February 11 and 12, from 5-6 and 6:30-7:30. There will be two site visits on each of those days during the day, with the other two site visits held February 7 and 8.

Ms. Novick will provide sample MASC questions. Members will forward their questions to Mrs. Aucoin, who will forward them to Ms. Novick.

Mrs. Antocci will call the references. Ms. Novick will provide the full committee with the application packets via a drop box.

- B. Consideration of Teacher Leave Request, Article XV, Extended Leaves of Absence, Section J, Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019 (*Vote Required*)

The committee is asked to consider the request of Heritage School Grade 2 teacher Christine Chupka for six days of unpaid leave March 8-15, 2019. Only the school committee can approve such leaves.

A motion by S. Reed, seconded by M. Antocci to approve the request as presented, was approved by unanimously vote.

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

1.

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

To Charlton Elementary School from Margaret Paquette	\$500
To Dudley Middle School from John and Jean Hickey	\$150
To Dudley Middle School from P&P General Contractors for children in need	\$2,000
To Dudley Elementary School from Box Tops	\$1514.40
To Charlton Middle School from Friends of John Paire Foundation for delinquent lunch charges	\$308.25
Total	\$4,472.65

A motion by M. Antocci, seconded by S. Reed to accept the donations as presented, was approved by unanimous vote.

Mr. Mathieu said the delinquent lunch charges incurred by families eligible for free and/or reduced lunches, may be the result of not filling out the proper paperwork. Families must apply for free and/or reduced lunches every year.

2.

Mr. Mathieu sought the committee's approval to dispose of a 30-year-old table saw at Shepherd Hill Regional High School. The committee must first declare the item as surplus, then authorize the finance director to dispose of it.

A motion by C. Carmignani, seconded by J. Terry to declare the item as surplus, and authorize the disposal, was approved by unanimous vote.

3.

The district received two bids for the network wiring project at Shepherd Hill, as well as two quotes. The high bid was from Custom Computer Specialists for \$384,755.39. The low bid was from Ockers, who performed the summer wiring project, for \$329,000. Mr. Mathieu said there is a balance of \$248,000 available from the FY 19 capital assessments for wiring, leaving a shortfall of \$81,000. Mr. Mathieu recommended using School Choice funds to offset the shortfall.

Mr. Mathieu asked the committee to approve the bid from Ockers.

A motion by E. Rabbitt, seconded by M. Antocci to award the bid for network wiring at Shepherd Hill Regional High School for \$329,000, was approved by unanimous vote.

4.

Mr. Mathieu said the preschool programs are being prepared for the 2019-2020 school year. The current cost is \$1,000 for a year-long, two half-day program. Fees were raised from \$800 to \$1,000 in 2017. Mr. Mathieu said Dr. Nash and Special Education Director Lorinda Allen agree this is an appropriate fee.

No vote is necessary.

Mrs. Terry asked if the district had considered a full day program. Mrs. Allen may speak about that in her presentation to the committee later in the meeting. Mrs. Terry said the current preschool schedule can present a challenge for two working parents.

5.

Mr. Mathieu said he has received an advisory from the state Office for Food and Nutrition Programs regarding the Federal Child Nutrition Program Funds in view of the partial federal government shutdown. The advisory indicates Massachusetts has sufficient funding for reimbursements for the National School Lunch Program, the School Breakfast Program, the Special Milk Program, the Child Adult Care Food Program, and the Fresh Fruit and Vegetable Program through February. Food delivery from the United States Department of Agriculture will also continue through February despite the Federal Government's partial shutdown.

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

Subcommittee Chair Mrs. Rabbitt reported the focus of the Jan. 22 meeting was on capital planning, specifically, the middle school roofs. Mrs. Rabbitt said recent presentation by two architects resulted in two differing views on roof renovation vs replacement. Dr. Nash and Mr. Mathieu recommended a third be hired to offer an impartial recommendation. Mrs. Rabbitt said contracting with a company for this project could lead to working with them on a full facilities study. The subcommittee will not go forward with any recommendation for a large project at this time.

Mrs. Rabbitt said the FY 20 Budget is the topic of the January 29 meeting.

Mrs. Kabala asked Mr. Mathieu to explain the E-Rate funding.

E. Report of the Special Education Director: Three-year Renewal and Revitalization Plan *(Vote May be Required)*

Special Education Director Lorinda Allen said the objective of this plan is to provide equity and excellence for every child, every day, and do what we can to move the child forward into whatever their future might be.

Mrs. Allen asked the committee to consider this plan, which, she said, grew from discouraging MCAS data from the spring 2018. Mrs. Allen said she further reviewed observations and reviews of classrooms, therapies, IEP and schedules of special education delivery model at all district schools. At that presentation last fall, Mrs. Allen shared her commitment to change the program. She asked that the committee would consider voting on as she would like the committee's approval to move forward. The administrative team supports this model

The three year plan is divided into three areas: preparation, restructuring or hiring personnel, redefining or implementing new programming.

Mrs. Allen said the state requires one program evaluation each year. This year, Dr. Kathleen Porcaro, Executive Director of Educational Performance Systems, Inc. of Danvers, reviewed the high school, while Pamela Travers, retired special education director from Dover-Sherborn, reviewed some of the elementary programs.

Inequity was detected especially in grades 7-12. What the district called an inclusion model was found to be supported classrooms that data shows is not providing equity. Supported classrooms are comprised of a general education certified teacher and an instructional assistant. A 2015 Department of Elementary and Secondary Education advisory warns against the use of paraprofessionals in this way. Mrs. Allen said inclusive practices have documented results, and initial co-teaching training for grades 9 and 10 have begun, and will continue to next year. The administrators are committed to moving toward this model.

At the elementary level, substantially separate programs were instituted for students with autism, and as the program has grown, these classrooms have absorbed many students, but were never defined. Teams are working to create program descriptions, and entrance and exit criteria. Mrs. Allen said by restructuring, the district can talk about different approaches.

Three Charlton schools, Mason Road School and Shepherd Hill have substantially separate programs. Dudley Elementary School and Dudley Middle School do not have any type of substantially separate program at this time. The questions are, do we provide a continuation of services, and do the numbers support having programs in each town?

Mrs. Allen said the Team Chairperson role is also being looked at. There are presently six building based chairs. The positions are recognized by the collective bargaining unit, but Mrs. Allen said they allocate district resources. She asked, how can they guide other teachers when they are on par with them? The goal is to restructure them, make them district based administrators, to provide a consistency of practices and coaching.

Mrs. Aucoin asked about department heads at the high school and whether they would want to be bargained out as well. Mrs. Allen said the job description is important. Department heads are different from team chairs as they are not autonomous decision makers.

Mrs. Allen also looked at district behavioral supports. Presently, there is one BCBA with a case load of 52 students in nine sub-separate classrooms. The recommendation is to add another BCBA, and an emotional/behavioral classroom based on potential student enrollment. Mrs. Allen will have some recommendations during her FY 20 budget presentation.

The fifth area of study is Academic Support Services in the high school and middle schools, where academic support is offered as a graded course. The state requires that there is established curriculum for these programs. Mr. Chaplin would like to create an academic support center.

Mrs. Allen looked at District Mental Health and Special Education Assessment Supports, and asks whether the district is utilizing psychologists and adjustment counselors correctly to meet students' needs.

Other areas of focus include:

- Speech language caseloads have doubled at the high school doubled.
- Reading Interventions and Support: are reading specialists helping special education students?
- Integrated preschool: are the currently 2½ days per week effective, and are the tuition prices appropriate. Mrs. Terry noted parents have indicate that before and after school programs would be more desirable.
- Mathematics Intervention: look at curriculum, staffing and delivery.

Mrs. Terry said much of the presentation requires further evaluations.

Mrs. Allen said the committee's support is needed to move toward inclusive practices.

Mrs. Terry said the presentation indicates the changes are being made across the board when it looks different according to age groups.

Mrs. Allen said while this is a K-12 initiative, we will all realms of service delivery. While we want to move toward inclusion and better co-teaching, there will still be a need for resource rooms, and some co-teaching. This will be an individual team decision.

Mrs. Rabbitt said this is a very long overdue analysis and assessment of the program, and will be a monumental task. Mrs. Rabbitt expressed interest in having copies of the studies that have been done. Mrs. Rabbitt said she has been involved in the special education realm for a number of years. She noted inclusion is often used as a noun, and it should be a verb to move forward. Mrs. Rabbitt noted the plan does not include transition specialists, or language based programs.

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She said it is important to incorporate evidence-based information, rather than research-based. Mrs. Rabbitt asked if Mrs. Allen is looking at a talent list of our employees, stating the greatest way to derail a student is by a lack of continuity.

Mrs. Rabbitt requested a follow up conversation with Mrs. Allen.

Mrs. Antocci applauded Mrs. Allen for digging so deep, saying it is important to look at the positions that are necessary to serve our kids, and not necessarily the people that are in the positions right now.

Jillien Anderson, vice chair of the district's Special Education Parents Advisory Committee asked whether the plan will include a co-teaching model, and whether the co-teaching classes will be combined for a smaller sized class to support high needs students.

Mrs. Allen said she will have more details at her February 6, 2019 budget presentation.

A motion by C. Kabala, seconded by S. Reed to support the three-year Revitalization and Renewal Plan as presented this evening, was approved by unanimous vote.

F. Report of the Policy Review Subcommittee: Amendment of Policy GCG, First Reading (*Vote Required*)

Mrs. Antocci updated the committee on the subcommittee's approach to reviewing district policies. Mrs. Antocci said the subcommittee is taking a different approach from the original schedule as presented to the committee several months ago. The subcommittee will review the list of policies that the Massachusetts Association of School Committees has designated for updates.

The subcommittee presents for first reading the amended policy GCG, Substitute Teachers. Recent changes include the requirement of an Associate's Degree or equivalent for substitute candidates.

Mrs. Antocci said the district needs to update its antiquated system of assigning substitutes to be in line with other districts which use an automated system.

Mrs. Kabala noted additional changes.

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

A motion by C. Kabala, seconded by S. Reed to approve the policy on first reading, was approved by unanimous vote.

G. Consideration to Amend 2019-2020 School Year Calendar (*Vote Required*)

Dr. Nash presented the request of Shepherd Hill Regional High School Principal William F. Chaplin to amend the 2019-2020 school year calendar to change the date of the Class of 2020 Commencement to May 31, 2020.

The school committee has historically set graduation as the first Sunday in June. Mr. Chaplin noted that the DCU Center in Worcester is already booked on that date.

A motion by C. Kabala, seconded by M. Antocci to amend the 2019-2020 school year calendar as presented, was approved by unanimous vote.

H. Consideration of Request for Home Instruction, Policy IHBG (*Vote Required*)

The superintendent recommended approval of the request by a Dudley family to home school their child in grade 12 for the remainder of the 2018-2019 school year.

A motion by S. Reed, seconded by M. Antocci to support the superintendent's recommendation and approve the request for home instruction for the remainder of the 2018-2019 school year, was approved by unanimous vote.

I. Consideration of Request to Increase Program Fees, Shepherd Hill Regional High School Driver Education Program (*Vote Required*)

Driver Education Director Scott Provost presented a request to increase program fees.

- Increase the stipend for Director from \$3,000 to \$5,000
- Behind the Wheel Instruction from \$27.50 to \$30 per hour
- Classroom Instruction Rate from \$25 to \$30
- Program Fee: from \$550 to \$625 to account for the road test fee of \$75 which students currently pay to the Massachusetts Registry of Motor Vehicles.
- Extra driving hour fee from \$35 to \$50
- Road Test fee for instructor from \$50 to \$60
- A new fee for No show/No Call fee of \$30

Mr. Provost said even with the increases, the Shepherd Hill program is the lowest priced in the area.

The program currently features three vehicles, and six drivers. The program is not entirely self-supporting, with the district budget covering insurance costs.

A motion by J. Terry, seconded by S. Reed to approve the increase to stipends and fees as presented by the Driver Education Director, was approved by unanimous vote.

XI. Next Meeting Dates

School Committee Meetings:

- Wednesday, February 13, 2019, Shepherd Hill Regional High School, 7 p.m.
- Wednesday, February 27, 2019, Charlton Middle School, 7 p.m. – Vote on Preliminary FY 20 Budget, and appoint Superintendent of Schools
- Budget Presentation meeting, School Committee Wednesday, February 6, 2019 at Charlton Middle School, with an executive session to discuss negotiations, 7 p.m.
- Budget Presentation meeting, School Committee, Thursday, February 7, 2019, at Shepherd Hill Regional High School, 7 p.m.

Superintendent Interviews, Monday, February 11 and Tuesday, February 12, 5 p.m. at Shepherd Hill Regional High School, Dudley (snow dates 25th and 26th)

Budget and Finance Subcommittee: Tuesday, January 29, 2019, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 8:30 a.m.

Policy Review Subcommittee: Wednesday, January 30, 2019, Charlton Middle School, 9 a.m.

Negotiation Subcommittee: Thursday, February 28, 2019, 4-6 p.m.

XII. Future Agenda Items – Policy Review Subcommittee, Superintendent Search, FY 20 Budget Presentations, MARS Report, Driver Education Follow up, Google Drive/Doc Training, Policy JF

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- XIII. Executive Session: 2.** *“To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.”*
- XIV.** The chair entertained a motion to enter executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel,” and to reconvene for a vote if necessary, and to adjourn, and this was approved by unanimous roll call vote at 9:30 p.m.

XV. Adjourn

The committee returned to open session at 10:02 p.m.

A motion by S. Reed, seconded by M. Antocci to adjourn the meeting was approved by unanimous roll call vote at 10:02 p.m.

Items used for this meeting include

Agenda for Wednesday, January 23, 2019	Minutes of Meeting of Wednesday, January 9, 2019	Superintendent’s Report: Special Topics	Superintendent’s Report: New Business Items
Finance Director’s Report, January 18, 2019	Report of the Special Education Director Renewal and Revitalization Plan Paraprofessional Advisory	Policy CGC Current Policy Proposed for Amendment Substitute Salary Scale	2019-2020 Official Calendar – Proposed for Amendment
Letters to School Committee: C. Chupka, leave of absence S. Provost, request for fee increases	School Committee Approved Pay Rates		

Respectfully submitted by Sandra Sullivan, recording secretary.