

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee
Wednesday, February 12, 2020 at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 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 at 7:04 p.m.
- Jamie L. Terry
- Ceilidgh O’Brien, Student Representative

Also in attendance were Steven M. Lamarche, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators Lorinda C. Allen, William F. Chaplin, Jennifer A. Desto, Dean W. Packard, Diane D. Seibold, Christopher E. Starczewski; district teachers Dan Duffy, David Deremian, Eric Hensel, Cyndi Piehl, Kevin Foley; media representatives Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The chair called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, January 22, 2020

A motion by K. Laferriere, seconded by C. Kabala to approve the minutes of the meeting of Wednesday, January 22, 2020, 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
57	\$201,248.11	1364D	\$378,131.35	53	\$359,355.85
58	\$69,386.38	1364P	\$1,301,425.47	54	\$12,370.11
		1367D	\$486,204.24	55	\$245,971.06
		1367P	\$1,307,373.83	56	\$656,187.88
	\$270,634.49	Total	\$3,473,134.44		\$1,273,884.90

V. Student Representative Report – Ceilidgh O’Brien

Miss O’Brien reported on events happening throughout the district:

The third annual John Paire Memorial Be Better basketball tournament will be held Saturday, March 21 at 9 a.m. Dudley Middle School and Charlton Middle School face off in girls and boys basketball action.

The annual Middle School Learning Showcase will be held March 24, while the Shepherd Hill Regional High School Learning Showcase will be held March 26, at 5:30 p.m.

Shepherd Hill Coach Nicole Fossas has been named Central Massachusetts Cross Country Coach of the Year. Five students recently inked their National Letters of Intent to play college sports: Maddie Marsh, Alec Ambrosia, Kobe Jean-Guillaume, Skylar Pietz, and Ceilidgh O'Brien.

The Shepherd Hill Show Choir travel to Ohio this weekend to compete in the Loveland ShowFest.

VI. Citizens' Forum

No members of the public spoke.

VII. Communications

Mr. Laferriere thanked the members of the Mason Road School Choose to be Nice Club for the Valentine gift bags presented to the school committee by principal Jennifer Desto.

VIII. Superintendent's Report

1. Mr. Lamarche said he continues to monitor the outbreak of the Corona virus, particularly in view of the upcoming travel by the Global Awareness Program to Europe in April. The World Health Organization has declared a health emergency in many of the countries through which district students will travel, such as Germany, Hungary and the UK. In the event of a travel restriction, students will receive vouchers for future travel, but not refunds, and the group will reroute for safety as the infection level rises.
2. Mr. Lamarche said he attended his first Special Education Parent Advisory Council meeting February 4.
3. Mr. Lamarche said the district is experiencing more regulations and requirements as the Department of Elementary and Secondary Education introduces the Student Opportunities Act. The district must submit a three-year plan, and a short form by April 1, 2020. The intent of this act is to focus on student subgroups to deepen evidence-based programs designed to close achievement gap, as well as engage the families whose children are in these subgroups.
4. DESE has also released district and school data regarding those who are teaching in fields for which they are licensed. Mr. Lamarche said while we have a 100 percent licensed staff, with 94.7% teaching in their fields. The state average is 89.2%.
5. DESE has set accountability targets for chronic absenteeism and for high school indicators such as advanced coursework completion, graduation rate, annual dropout rate and extended engagement.
6. Mr. Lamarche received a recent communication indicating the state will collect data on all incidents of bullying.

IX. New Business

A. Principal Showcase – Dudley Middle School

Principal Christopher Starczewski showed a short video of students explaining how Dudley Middle School has prepared them for the future.

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

1. District Audit: Mr. Mathieu presented copies of the district audit from Powers and Sullivan, noting lead auditor Richard Sullivan has retired. Mr. Mathieu will schedule a presentation by the auditing firm for the March 7 meeting. The audit will also be posted on the district website.
2. General Ledger Software: The business office staff witnessed a presentation of the Munis software last week. Mr. Mathieu and Mary Ann Abasciano, Payroll Administrator, visited Quabbin Regional School District today to experience Infinite Visions. Mr. Mathieu's goal is the bring a final recommendation to one of the March meetings.

3. Mr. Mathieu presented the request from Shepherd Hill Regional High School to declare surplus items for disposal. The list includes tube televisions, VCRs, cassette players and older math books.

A motion by K. Laferriere, seconded by M. Antocci to declare the items as obsolete, and authorize disposal, was approved by unanimous vote.

4. Quarterly update: Mr. Mathieu presented a FY 20 budget update through the end of December, and noted it is on track with previous years. He cautioned that the district must be vigilant to ensure that there are sufficient balances to cover large expenditures on equipment.

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

In Mrs. Ares' absence, Mrs. Allen read the interim assistant superintendent's report.

Grants update: the district was awarded \$30,000 for elementary Project Lead the Way launch grants. Charlton Elementary School, Heritage School, Mason Road School, and Dudley Elementary School will receive \$7,5000 from Mass STEMHub to implement PLTW modules next year. The process will start with computer science modules that will build toward a cohesive STEM curriculum in the district.

The district was not successful in its application for a DESE Grade 8 civics grant. Mrs. Ares will continue to work to meet their needs of grade 8 teachers, who are mapping curriculum this year. The grant was sought to supplement materials and professional development.

The district's Professional Development Committee met in January to review opportunities for teachers. The focus will be on teacher wellness, and a survey of potential events will be offered to plan the March 20 district-wide day.

Leicester High School recently hosted Join the Conversation, a live webinar about mental health in schools by the Massachusetts Association for Supervision and Curriculum Development. Dudley-Charlton Regional School District staff was joined by staff members from neighboring districts to learn how to assist students who struggle with anxiety.

Dudley-Charlton Regional School District teachers continue their participation in the DESE NextGen Science Review.

Project500 literacy project: With the district's renewed commitment to Project Read, district reading specialists and Heritage School Principal Kathleen Pastore will participate in a train the trainer webinar workshop.

In school events, Charlton Elementary School hosted its annual Family STEAM Night on Thursday, January 30. Families were engaged in a variety of STEAM activities surrounding the theme Tropical Paradise.

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

Mrs. Kabala reported on the Feb. 10 subcommittee meeting.

Mr. Lamarche and Mr. Mathieu met with Dudley Town officials to begin a working relationship and prepare the FY 21 budget. They will meet with Charlton officials on Feb. 26.

Tennis Courts: Mr. Mathieu and Mr. Lamarche sought advice from the Nichols College facilities director, who suggested a firm based in Bourne, MA. Mr. Mathieu is awaiting a return call. Meanwhile, Mr. Laferriere located contact information for the United States Tennis Association. For a \$35 membership fee, the USTA offers grants and technical help.

The cafeteria debt has been reduced to under \$22,000.

The district has invited Dudley and Charlton officials to the Joint Financial Meeting, Wednesday, March 18, at Shepherd Hill Regional High School, 6 p.m. Mr. Earle was asked to tape this event.

E. Consideration of Participation in Dudley Supplemental Energy Reduction Plan *(Vote Required)*

The town of Dudley has approached the district to participate in this plan. The school committee voted in 2016 to participate in Charlton. The committee is required to vote to join the Dudley program. The district is one of the higher energy users in the town.

Mr. Lamarche said joining this program will allow grant opportunities to reduce our energy usage. The district is required to adopt a policy

A motion by S. Reed, seconded by J. Terry to authorize the district's partnership with Dudley in the Supplemental Energy Reduction Plan, was approved by unanimous vote.

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

The following policies were distributed and reviewed by the school committee and staff. They are presented for approval on First Reading:

JFABD, Enrollment Rights of Homeless Students – The district's current policy has been rewritten. This policy is required by the Department of Elementary and Secondary Education under its Coordinated Program Review process. Mr. Lamarche recommends approval.

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

A motion by M. Antocci, seconded by S. Reed to approve Policy JFABD on first reading, was approved by unanimous vote.

JFABE, Educational Opportunities for Military Children

The district does not currently have this policy to support students whose parents are serving in the military. Mr. Lamarche recommends adoption of this policy

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

A motion by S. Reed, seconded by M. Antocci to approve this policy on first reading, was approved by unanimous vote.

JFABF, Educational Opportunities for Children in Foster Care

The district does not currently have this policy to support students in the foster care system. Mr. Lamarche recommends adoption of this policy.

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

A motion by C. Kabala, seconded by M. Antocci to approve this policy on first reading, was approved by unanimous vote.

Presented for *Distribution*:

New Policy ECG, Energy Reduction –Mr. Lamarche said this policy coincides with the district's support of Dudley's Energy Reduction Plan. The language concerns vehicles housed at the town schools, and not Shepherd Hill. This policy is required for participation in either community.

Amended Policy ID, School Day – The amended language is recommended by the Massachusetts Association of School Committees.

G. Update on Executive Director Search, Southern Worcester County Educational Collaborative

Mr. Lamarche is a member of the Board of Directors which recently approved the appointment of Arnold Lundwall as the executive director. Mr. Lundwall currently serves as the special education director for the collaborative. John Love will receive a one-year extension as business director to assist Mr. Lundwall in his first year in the position.

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

Mr. Lamarche presented Request #61, dated January 8, 2020, from Shepherd Hill Regional High School teacher Dylan Piehl to travel to Providence College, March 10 for a Programming Team Competition. There is no cost to students.

A motion by M. Antocci, seconded by J. Terry to approve out of state field trip request #61, was approved by unanimous vote.

Mr. Lamarche noted that Request #37, which was previously approved by the committee, now features a time change.

I. District Safety Plan

Mr. Lamarche presented a draft of the District Safety Plan, noting there are 20 items on the plan with varying cost factors. Safety Task Force members Mrs. Terry and Mr. Laferriere join Mr. Lamarche in recommending the first five items on the list as priorities:

1. Fire panels, \$54,300
2. ALICE Training for all Schools – will look at recent reports of this training.
3. AI phones, or building entrance point phones. Only Charlton Middle School has this. There is a cost of \$50,000 to convert all seven schools.
4. Reflective window covers to decrease visibility of students, i.e. in cafeteria.
5. General ledger software, with recent encryption problem, we are vulnerable. New package would be in the cloud.

Mr. Mathieu said the fire panels are proposed for funding in the FY 21 Budget, or possibly end of year funds. No vote is required at this point as this a budget matter.

J. Consideration of 2020-2021 School Year Calendar (*Vote Required*)

Mr. Lamarche explained that the Calendar Subcommittee has met and has reviewed the draft calendar with the with Dudley-Charlton Teachers' Association. Subcommittee members Mrs. Reed and Mrs. Terry support this calendar with a start date of Wednesday, September 2, and a full day of professional development for staff on the November 3 national Election Day.

Members asked Mr. Lamarche to gather data regarding staff attendance on Friday professional development sessions.

A motion by S. Reed, seconded by C. Kabala, to approve the 2020-2021 School Year Calendar as presented, was approved by unanimous vote.

X. Next Meeting Dates

School Committee Meeting: Wednesday, February 26, 2020, Charlton Middle School, 7 PM.

Budget and Finance Subcommittee: Tuesday, March 10, 2020, Shepherd Hill Regional High School, 8:30 AM.

Policy Review Subcommittee: Monday, March 16, 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: TBD

XI. Future Agenda Items – February: FY 21 Budget Presentation; Heritage School Principal Showcases, Release of Executive Session Minutes; **March:** Project 500 Update, Shepherd Hill Regional High School Principal Showcase, FY 21 Budget Hearing, School Choice, General Ledger Software, MSBA. SOA short form.

XII. Adjourn

A motion by K. Laferriere, second by S. Reed to adjourn the meeting was approved at 8:44 p.m.

Items used for this meeting include:

Agenda for Wednesday, February 13, 2020	Minutes of Wednesday, January 22, 2020	Superintendent’s Report 2/7/20	Director of Finance and Operations Report 2/7/20
Interim Assistant Superintendent for Teaching and Learning Report 2/7/20	Policy Review Subcommittee Minutes: 10/7/19; 11/18/19; 1/6/20,	Budget and Finance Subcommittee Minutes 1/7/20	April 2020 GAP Europe Trip
Charlton CR 3&4 letter	Copy of 15 PGED	Field Trips 61, 37	Dudley-Charlton Regional School District Safety Plan
Dudley Supplemental ERP	Policies for Distribution: ECG, ID	Policies for First Reading: JFABD, JFABE, JFABF, Policy JFABE Guidance Criterion	Shepherd Hill Request to dispose surplus goods
SWCEC Update	School Year 2020-2021 Calendar		

Respectfully submitted by Sandra Sullivan, recording secretary