

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, May 22, 2019, at 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 at 7:47 p.m.
Catherine M. Kabala
Kenneth J. Laferriere
Jamie L. Terry

Stephanie A. Reed was not attendance.

Also in attendance were Kristine E. Nash, Ed.D., Interim Superintendent of Schools; Karen Ares, William F. Chaplin, Barbara Marderosian, Dean W. Packard, Lori A. Pacheco, Principal, Charlton Elementary School, Kathleen E. Pastore, Christopher E. Starczewski; Kevin Foley; Kristen Kustigian media representatives Richard Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The chair called the meeting to order at 7:03 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, May 8, 2019

A motion by M. Antocci, seconded by J. Terry to approve the minutes of the School Committee meeting of Wednesday, May 8, 2019, was approved as corrected by unanimous vote.

Minutes of Executive Session of Wednesday, May 8, 2019

A motion by C. Kabala, seconded by M. Antocci to approve the minutes of the executive session of Wednesday, May 8, 2019, was approved by unanimous vote.

IV. Approval of Warrants

The following warrants were distributed and signed by a majority of members.

Accounts Payable		Payroll	
Warrant #	Amount	Warrant #	Amount
124	\$49,957.41	1293D	\$446,771.45
125	\$60.00	1293P	\$1,249,532.70
126	\$555,081.44		
127	\$45.00		
128	\$797.23		
129	\$1291.00		
Total	\$607,232.08	Total	\$1,696,304.15

V. Citizens' Forum

Kristen Kustigian, of Charlton, reported that there is a group of parents that would like to raise funds to improve the fields at Shepherd Hill Regional High School. The 45-year-old fields are in dire need of improvement to allow for drainage. . Baseball games have been canceled throughout the current season, and have shortened seasons for baseball and softball as the fields are unplayable.

Mrs. Kustigian said the group has approached the principal and coaches, and were directed to the School Committee to request permission to fundraise. Further, it was suggested the funds be directed to the Shepherd Hill Booster Club, who would then donate the money to the school committee. Then would go get an architect.

Dr. Nash recommended the school committee endorse their going forward under the auspices of the Booster Club, who will make a donation to the Dudley-Charlton Regional School Committee to be used for drainage, fence and scoreboard.

The committee will vote to accept the monies when the Booster Club comes forth with the funds.

A motion by K. Laferriere, seconded by M. Antocci to endorse the fundraising efforts of the Shepherd Hill Regional High School Booster Club to fix the drainage, install a fence and scoreboard at the baseball/ softball fields, was approved by unanimous vote.

Mrs. Kabala thanked Mrs. Kustigian and the group for undertaking this work.

VI. Communications

Dr. Nash shared a letter from Interim Curriculum Director Barbara Marderosian, who indicated she is resigning from the position for the 2019-2020 school year. Dr. Nash said the interim position ends June 30, and there is no need for Mrs. Marderosian to resign.

Dr. Nash announced the names of two students recognized as March and April Students of the Month. Sponsored by Country Bank:

- Jason Broadmeadow, a kindergartner at Mason Road School, was nominated for his ability to motivate everyone.
- Nathan Hanks, grade 1 at Charlton Elementary School, was nominated for his abilities in math. He loves to come up with solutions, he is not shy, and works with peers.

Mrs. Aucoin reminded the committee of the Senior Banquet coming up on Thursday, May 30, 2019 at the College of the Holy Cross, 6-10 p.m. Also, graduation is set for Sunday, June 2 at the DCU Center, Worcester, at 1 p.m.

VII. Superintendent's Report

- *Last Day of School, 2018-2019 school year*

Dr. Nash said the district is fortunate that this year there was only one snow day, meaning school ends Thursday, June 13. Dr. Nash asked that the committee approve the last day of school as an early release day.

A motion by M. Antocci, seconded by K. Laferriere to approve Thursday, June 13, 2019 as the last day of the 2018-2019 school year, and to approve this as an early release day, and this was approved by unanimous vote.

VIII. Student Representative Report – Ceilidh O'Brien

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

IX. New Business

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

In Mr. Mathieu's absence, Dr. Nash presented two donations for the committee's approval:

To Dudley Middle School from the Dudley PTO to address school lunch deficits	\$500
To the District from the Dudley-Charlton Educational Foundation for the District Art Show	\$500

Dr. Nash recommended approval.

A motion by M. Antocci, seconded by C. Kabala to accept the donations as presented this evening, and this was approved by unanimous vote.

Dudley Middle School Cooling Tower: At the Dudley-Charlton Regional School Committee meeting of May 8, 2019, Mr. Mathieu mentioned the Dudley Middle School cooling tower is in need of repair/replacement. Mr. Mathieu had discussed the possibility of using a rental unit; however, Mr. Mathieu found the cost is not feasible. As a result, Mr. Mathieu will conduct procurement to replace the unit. Mr. Mathieu obtained a quote for \$70,000, but with bidding the true cost will only be known once bids are opened. Given the timelines involved, bids will need to be opened and a recommendation ready for School Committee's June 26 meeting. Dr. Nash said this will allow for required advertising timelines, as well as the clearest picture into the fiscal impact on the FY19 closeout.

Replacing the cooling tower will prevent having to replace the entire unit.

There was no motion, pending information about a cost and a source for the funding.

B. MARS Report – Reorganization of District Office (*Vote Required*)

This item was tabled at the last meeting. Dr. Nash is recommending no action be taken on the job descriptions as, in her conversations with Mr. Lamarche it was determined that postponing it will give him an opportunity to make any alignments and changes. Dr. Nash said these job descriptions provide what the district has not had before.

The committee must decide whether to move forward with creating and hiring for the position an assistant superintendent. Dr. Nash said there has been money set aside to increase the salary above that of the interim curriculum director, which expires at the end of the 2018-2019 school year.

Mrs. Terry said it is her strong opinion that the district needs an assistant superintendent as a second in command.

Mrs. Antocci agreed, saying we have given much thought over many years about this position. Mrs. Antocci said the MARS evaluation has indicated this need. It is so critical that it should be approved even if Mr. Lamarche elects not to fill right away.

Mrs. Kabala agreed, saying, get the position on the books.

The recommendation is to create the position as Assistant Superintendent for Curriculum.

Mr. Laferriere agreed, saying this will provide relieve for the superintendent, as well as a reporting structure.

A motion by M. Antocci, seconded by C. Kabala to approve the position of Superintendent for Curriculum, effective July 1, 2019, was approved by unanimous vote.

Dr. Nash noted there is up to \$120,000 budgeted for this position in FY 2020.

C. Consideration to Approve Job Titles and Descriptions (*Vote Required*)

- Director of Special Education to Director of Pupil Personnel Services

Dr. Nash recommended this position, as this district is at a size where delegation of oversight is needed. There is currently no direct report for some positions. Dr. Nash provided as chief reasons:

- Number of areas that have coordinators who report to superintendent or Central Office, Title One in particular; ELL coordinator reports to Interim Curriculum Director, and District Nurse Coordinator.
- Need to have a direct line of contact, not in director of pupil personnel services, but individual would have someone to go to (Title I coordinator, ELL coordinator and District Nurse Coordinator)
- The MASC evaluation indicates a need to lessen report to the superintendent of schools.
- Needs to be a central office position with management and supervision of all student related services. Offered a comparison of area districts.

Dr. Nash noted Mr. Lamarche is in full support of this proposal.

This position replaces the current director of special education, and the candidate can be certified as a special education director or assistant superintendent.

Mrs. Kabala said the candidate should have special education background.

This will be added to the job description under experience.

Dr. Nash will fine tune the job description. Dr. Nash requested a vote on the concept of the position.

Mrs. Terry said this allows another person who knows all the services that are available for the student who does not fit into special education but needs services.

Mrs. Antocci suggested moving the Title One work to the Assistant Superintendent's purview, and asked whether this position should be level with an assistant superintendent. Mrs. Antocci suggested holding on a salary increase and think about what this position is going to entail.

The job description and title change would be effective July 1, 2019. The school committee will determine the salary and job description and have the hiring authority.

Mrs. Carmignani said the committee is changing the structure of special education next year, and we don't want to overtax someone and not pay them.

Dr. Nash requested a vote to approve the position prior to her revising the job description. She asked the committee not to lose the bigger concept of the position, which is to provide direct oversight over all services for students.

A motion by J. Terry, seconded by K. Laferriere to move forward with the concept of a job title change and job description for the current position of Director of Special Education to become Director of Pupil Personnel Services, was approved by unanimous vote.

- Special Education Team Chair to Special Education Coordinators

There were six special education team chairs in the district. The proposal is for four special education coordinators, which Dr. Nash said is a wonderful opportunity for someone looking to become a pupil personnel director. The new positions will be on an expanded work year, to provide continuity in the summer.

Dr. Nash said this position has been an effective model, as it helps with the responsibility level and provides positional authority. The coordinators are not building based but will provide continuity with families and caseloads.

Dr. Nash said the proposed salary is based on their experience in the district. She said some are coming out of a 183-day schedule to work 200 days. The salaries will be brought forward to the committee for approval.

Dr. Nash requested a vote on the positions and the title change with changes to the job description.

A motion by M. Antocci, seconded by C. Kabala to change the job title from Special Education Team Chair to Special Education Coordinator, with the job description to be revised, was approved by unanimous vote.

D. Report of the Policy Review Subcommittee, Proposed for Action, First Reading (*Vote Required*)

- *Proposed for Amendment, First Reading:* Policy JCLB – Inoculation of Students, adding language regarding students who must be held from school in the event of an outbreak, if they are not inoculated due to medical or religious reasons.

Mrs. Antocci reported this policy has been revised to reflect MGL Ch. 76, §15, 15C, 15D, and 105 CMR 220; 105 CMR 300.200 (A) or (B) which allows the district to keep unvaccinated students home from school in the event of an outbreak.

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

A motion by K. Laferriere, seconded by J. Terry to approve the amendments to Policy JCLB was unanimously approved.

Policy KB was deleted at the May 8 meeting on first reading.

Policy IJOA – School Sponsored Field Trips, is rewritten as School Sponsored Field Trips, for day, overnight and in-state travel, and which are defined as Academic Field Trips and Extra-curricular Field Trips. The subcommittee will develop JJH and JJH-R as a second policy and regulations specifically for international travel.

Policy IJOA outlines a two-tiered approval process requiring forms through which trips will be heard by the school committee for initial approval, and a second hearing to provide the committee with updated information. Policy IJOA will cross-reference policy KHB, Fundraising.

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

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

Dr. Nash is developing district forms to address the need for nurses to accompany groups on trips.

E. Presentation of School Improvement Plans

The principals presented their individual schools' improvement plan built around the goals and action steps of Communications, Community Engagement and Partnerships; Climate, Culture and Civility; Curriculum, Instruction, and Assessment, which are, in turn, aligned with the district's Strategic Plan, as well as the Seven Key Competencies: Portrait of a Graduate.

- Charlton Middle School/ Dudley Middle School

Charlton Middle School Principal Dean W. Packard presented a two-year plan devised by the school's 10-member council, and thanked the members for their work to make the school a better place. Among its notable achievements, Charlton Middle School implemented the Screening, Brief Intervention and Referral Treatment Program (SBIRT) which provides an early indicator and intervention to substance abuse.

Dudley Middle School Principal Christopher E. Starczewski praised the high school mentors program, as well as the student learning showcase as among the top events during the last school year. The latter, he said, brought parents in get an up close and personal view of learning. Student leadership was encouraged in conferencing models, and project-based learning. The school is accepting the state's call to institute civics education.

Mrs. Terry encouraged the schools to expose students to municipal government.

Mrs. Antocci said the collaboration between the middle schools is a great preparation for the transition to Shepherd Hill as, when they get there, students have had the same experiences.

- Shepherd Hill Regional High School

Shepherd Hill Principal William F. Chaplin, says the high school works collaboratively with the middle schools and focus on who the 9th grader is. The Shepherd Hill School Council has set as its goal to create an athletic and performing arts hall of fame. This will begin next month with the dedication of the auditorium to retired music teacher/chorus director Connie Galli.

Mr. Chaplin cited the expansion of Innovative Pathways, and unified sports to include bocce and track as key elements to creating inclusive environments. A first-ever Wellness Week was held this year prior to MCAS and AP tests. This will be scheduled next year during mid-terms.

F. Consideration of Request for Home Instruction Policy IHGB, *(Vote Required)*

Francine Mitchell has requested to home school her three children for the remainder of the 2018-2019 school year. The family is temporarily living in Dudley while their home in Rutland is being renovated. Dr. Nash recommended approval.

A motion by C. Kabala, seconded by J. Terry to approve the request for home instruction, was approved by unanimous vote.

G. Consideration of Request for First Time Use of District Facilities Policy KF *(Vote Required)*

Dr. Nash received a request from the Massachusetts Department of Public Utilities (DPU) to use the Charlton Middle School auditorium to conduct a public hearing on Wednesday, May 29, 2019, from 6-11 p.m. The MDPU asked if they could receive approval earlier than the 22nd as they are required by law to advertise a public hearing for a specific time period. In an effort to accommodate their request, Dr. Nash reached out to Mrs. Aucoin, who graciously granted the request.

A motion by J. Terry, seconded by C. Kabala to approve the request by the Mass. Department of Public Utilities to use Charlton Middle School for a public hearing on Wednesday, May 29, 2019, from 6-11 p.m., was approved by unanimous vote.

X. Next Meeting Dates
School Committee Meetings:

A motion by C. Kabala, seconded by J. Terry to waive Policy BE, Time and Place and Special Meetings, to allow the Dudley-Charlton Regional School Committee to meet on Tuesday, June 11, 2019 at Shepherd Hill Regional High School, 7 p.m., was approved by unanimous vote.

The Charlton Annual Town Meeting is continued to Wednesday, June 12, 2019, and school committee members from Charlton expressed they would like to be able to attend.

- Wednesday, June 26, 2019, Charlton Middle School, 7 p.m.

Budget and Finance Subcommittee: TBA

Policy Review Subcommittee: Thursday, May 23, 2019, Wednesday, May 29, 2019, Shepherd Hill Regional High School, 9-11 a.m.; Tuesday, June 4, Shepherd Hill Regional High School, 9-11 a.m.

Wage and Benefit Review Subcommittee: TBA

XI. Future Agenda Items – Elementary SIPs, Handbooks, Administrative Salary Review, Committee Reorganization, SEPAC representative, Heritage School spotlight

XII. Executive Session: *to discuss strategy with respect to collective bargaining or litigation with union personnel, if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares."*

Dudley-Charlton Teachers Association

The chair entertained a motion to enter executive session to discuss strategy with respect to collective bargaining or litigation with union personnel, if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and to reconvene in open session for the purpose of a vote if necessary, and to adjourn, and this was approved by unanimous roll call vote at 9:22 p.m.

The committee returned to open session at 9:47 p.m.

Dr. Nash will bring forth administrator salaries for the committee's approval at the next meeting. In addition, three contracts are expiring at the end of the school year: Jennifer Desto, Kathleen E. Pastore, William F. Chaplin. Dr. Nash will introduce a new contract, which adds sick leave for administrators.

XIII. Adjourn

A motion by C. Carmignani, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 9:51 p.m.

Items used for this meeting include

Agenda for May 22, 2019	Charlton Middle School Improvement Plan	Dudley Middle School Improvement Plan	Shepherd Hill Regional High School Improvement Plan	Communications Current Team Chair Job Descripton
Job Description: Director of Pupil Personnel Services	Current Team Chair Job Description	Job Description: Special Education Coordinator	Facilities Rental Applications	Finance Director's Report
Minutes of meeting of Wednesday, May 8, 2019	Minutes of Executive Session of Wednesday, May 8, 2019	Policies for Amendment: JCLB, and IJOA	Current Policies IJOA and JCLB	Superintendent's Report: New Business
Superintendent's Report: Special Topics	Superintendent Lamarche reorganization recommendation	MARS presentation		

Respectfully submitted by Sandra Sullivan, recording secretary