

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee of Tuesday, June 11, 2019, held at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, MA 01571, at 7:00 p.m.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair  
Pauline J. Aucoin, Chair  
Cathleen Carmignani  
Catherine M. Kabala  
Kenneth J. Laferriere  
Stephanie A. Reed  
Jamie L. Terry

Ceilidgh O'Brien, Student Representative

Also in attendance were Kristine E. Nash, Ed.D., Interim Superintendent of Schools; Richard J. Mathieu, Director of Finance and Operations; district administrators Jennifer A. Desto, Diane D. Seibold, Kathleen E. Pastore, William F. Chaplin, Lori A. Pacheco, Principal, Charlton Elementary School district staff; Heritage School parents and students; media representatives Richard 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. Student Spotlight – Heritage School Wax Museum**

Heritage School fourth grade students demonstrated their biography projects which required them to choose a famous person and bring that person alive through costumes and with a memorized report of facts.

Students and their subjects were Emma Roemer as Marie Curie, Korinna Paliyannis as Hillary Clinton; Colden Blackwell as Ed Sheeran; Preston Enberg as Babe Ruth; Jillian Clarke as Ruth Bader Ginsburg; Kaiya Murphy as Sacagawea; Jesse Newton as Wayne Gretzky; Lillian Terry as Sally Ride; Elyse Peculis as Lucille Ball; Ryan Ugrinow as Christopher Columbus; and Casey Cluett as Sally Ride.

### **IV. Approval of Minutes**

- *Minutes of Regular Meeting of Wednesday, May 22, 2019*

A motion by M. Antocci, second by K. Laferriere to approve the minutes of the School Committee Meeting of Wednesday, May 22, 2019, as corrected, was approved by majority vote. Mrs. Reed abstained.

- *Minutes of Executive Session of Wednesday, May 22, 2019*

A motion by M. Antocci, second by C. Kabala, to approve the minutes of the executive session of Wednesday, May 22, 2019, was approved by majority vote. Mrs. Reed abstained.

**V. First Order of Business: Reorganization of the Dudley-Charlton Regional School Committee**

Dr. Nash opened the floor for nominations

Chair - Mrs. Kabala nominated Mrs. Aucoin, second by S. Reed, approved unanimously.

Vice Chair – Mrs. Aucoin nominated Mrs. Antocci, second by S. Reed, approved unanimously.

Secretary – Mrs. Kabala nominated Dr. Nash to serve until June 30, 2019, and then Superintendent Steven Lamarche beginning July 1, second by K. Laferriere, approved unanimously.

Treasurer – Mrs. Terry nominated June Hubbard-Ward as district treasurer, second by K. Laferriere, approved unanimously.

Assistant Treasurer – Mr. Laferriere nominated Dr. Nash to serve until June 30, 2019, then Superintendent Steven Lamarche, beginning July 1, approved unanimously.

Southern Worcester County Educational Collaborative Representative – A motion by C. Kabala, seconded by M. Antocci to appoint Dr. Nash until June 30, then Superintendent Steven Lamarche, was approved by unanimous vote.

Borrowing Authorization – A motion by C. Kabala, second by M. Antocci, to authorize the district treasurer, June Hubbard-Ward, to borrow from time to time, in anticipation of revenue of the financial year beginning July 1, 2019 and ending June 30, 2020, in accordance with the provisions of the Massachusetts General Laws, and to issue a note or notes, therefore, payable within one year, and to renew any notes or notes as may be given for a period of less than a year, and this was approved unanimously.

SEPA representative – Mr. Laferriere nominated Mrs. Carmignani, second by S. Reed, and this was approved unanimously.

Subcommittee appointments –

Budget and Finance Subcommittee: Mrs. Aucoin, Mrs. Kabala, Mrs. Reed.

Policy Review Subcommittee: Mrs. Antocci, Mr. Laferriere.

Safety Committee: Mrs. Terry, Mr. Laferriere, Mrs. Kabala

Executive Session Minutes Review Subcommittee: Mrs. Aucoin, Mrs. Kabala

Warrant Subcommittee – Mrs. Aucoin, Mrs. Carmignani, Mrs. Kabala. Mrs. Terry and Mrs. Reed are alternates.

Wage and Benefit Subcommittee – Mrs. Aucoin, Mrs. Kabala

**VI. Approval of Warrants**

Accounts Payable		Payroll		Subcommittee Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
137	47793.99	1296PADJ	0	130	\$1,705,41.11
138	371253.09	1297PADJ	0	131	\$1,305.00
		1298PADJ	0	132	\$15.00
		1299D	\$519,262.09	133	\$4,050.00
		1299P	\$1,523,168.62	134	\$30.00
				135	\$929,519.82
				136	\$57,385.96
Total	<b>\$419,047.08</b>	Total	<b>\$2,042,430.71</b>	Total	<b>\$992,305.78</b>

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

**VII. Student Representative Report – Ceilidgh O’Brien**

Miss O’Brien reported on 2019 Commencement, grant awards by the Dudley-Charlton Teachers Association grants to teachers Nate Skermont, and Karin LeBeau; the dedication of the Shepherd Hill Auditorium as the Connie Galli Auditorium, on June 8, featuring performance by past and present students. Miss O’Brien congratulated the Shepherd Hill Girls Track Team’s state champion 4 x 4 relay team of Rebekah James, Madison Marsh, Christine Gunsalus, and Emma Sullivan, as well as Lacrosse Team standout Skylar Pietz, who has been named MidWach C Player of the Year. Her teammate, Kiley Wong Li, has been named as a Mid Wach-A All Star. The Lacrosse team finished the year 18-2.

**VIII. Citizens’ Forum**

No one spoke at this time.

**IX. Communications**

Dr. Nash reported on the generous \$10,000 donation from Amjad Chaudhry family, to the teachers and staff of Charlton Middle School who continue to improve student education and strive to create a successful learning environment.

Mrs. Terry reported on complaints of the spotty cell phone reception at Charlton Middle School. She said parents were attempting to call police when dirt bike riders entered the school parking lot, posing a safety issue. There was no reception until half way down the driveway. The members of the Safety Subcommittee agreed to study this issue further.

Mrs. Antocci reported on the recent high school graduation ceremony at the DCU Center. Mrs. Antocci said the ceremony was beautiful, and thanked Dr. Nash for acknowledging the members of the school committee. Mrs. Antocci said the logistics of the graduation need to be revised as the tables with diplomas were set up in front of the graduates, and that their backs were to the audience as the diplomas were given out.

Miss O’Brien said she will be a senior class officer, and said this will be reviewed and taken care of next year.

Mr. Laferriere said the recent dedication of the Shepherd Hill Auditorium in honor of retired Music Teacher and Chorus Director Connie Galli was outstanding.

Mr. Laferriere also had high praise for the recent STEAM night at Charlton Elementary School, and the Memorial Day observance at Dudley Elementary School which was very moving.

**X. Superintendent’s Report**

Dr. Nash shared an advisory from Jeffrey C. Riley, Commissioner of Education, regarding the regulations for the state’s inter-district school choice program.

Dr. Nash reported on the district’s current new school choice enrollments, showing that not all of the 60 spots have been filled.

Mrs. Terry said she received an inquiry from the family of a sixth grader expressing interest in enrolling their child in the district. The committee agreed to revisit its vote on school choice participation.

**XI. New Business**

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

Mr. Mathieu presented donations and asked the school committee to accept them:

To Dudley Middle School from the University of Michigan, for participating in the Monitoring the Future Study	\$500
To Charlton Middle School from Amjad Chaudhry to benefit staff and students	\$10,000

A motion by K. Laferriere, second by M. Antocci to accept the donations as presented, was approved by unanimous vote.

Mr. Laferriere asked that a note be sent to the Chaudhry family be sent to express the committee's appreciation.

Mr. Mathieu reported that Mason Road School may become part of the no-cost lunch program under the Community Eligibility Provision for the 2019-2020 school year. As a condition of this program, the district must also serve no-cost breakfast to students. In preparing for the increased work load at the school, Food Service Director Matthew Greenberg reviewed the staffing and is requesting a new position five-hour cafeteria position, and increasing a current three-hour position by three hours for a six-hour position.

Mr. Mathieu asked the committee to approve these requests.

A motion by S. Reed, second by J. Terry to approve a new, five-hour cafeteria position, and a six-hour position created by adding three hours to an existing three-hour position, was approved by unanimous vote.

The additional hours will be funded by the Cafeteria Revolving Account.

Mr. Mathieu offered an update on the Dudley Middle School cooling tower by saying the district can utilize the state contract process for this equipment. There is currently one quote, with another expected. Mr. Mathieu said he will award the contract to the lowest responsible and responsive bidder. Mr. Mathieu said by using the state contract, the timeline is lessened by several weeks. It is expected the new tower will be in place by the start of the 2019-2020 school year.

**B. Consideration to Approve Job Descriptions (*Vote Required*)**

Dr. Nash presented a new job description for the Assistant Superintendent, and the revised description for the Director of Pupil Personnel Services.

*Director of Pupil Personnel Services, Revised*

Mrs. Kabala expressed concern that the job description does not state that special education director certification is required, but as Assistant Superintendent

Dr. Nash said the candidate's work experience should be as special education.

Dr. Nash said responsibility for the McKinney-Vento Act is removed from this job description.

A motion by J. Terry, second by M. Antocci to approve the revised job description of Director of Pupil Personnel Services, was approved by unanimous vote.

The position will be posted internally beginning Thursday, June 12, 2019.

*Assistant Superintendent of Learning and Teaching, Superintendent Lamarche*

Mrs. Antocci said the revised version is missing qualifications as a Master's degree. Mrs. Antocci said she prefers the title as Assistant Superintendent of Teaching and Learning, and said the licensure: must be as Assistant Superintendent / Superintendent, with 3-5 years of experience.

Mrs. Antocci said she preferred the job description as provided by the Massachusetts Association of School Committees, and Mr. Lamarche's version is missing language concerning measurably deliverable items, such as responsibilities for working with principals to develop objectives. Mrs. Antocci said this position is the second in command, and it is important to mention that in the job description. Mrs. Antocci suggested combining the two descriptions.

Mrs. Aucoin said the item will be tabled to allow concerns to be brought to Mr. Lamarche.

C. Consideration to Ratify the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2019-2022

Mrs. Kabala and Mrs. Terry were on the negotiation subcommittee. Dr. Nash said she is grateful for their service, along with Mr. Mathieu, and the members of the Dudley-Charlton Teachers Association Negotiation Committee. Dr. Nash said she has never seen a negotiation session as collaborative, productive, and respectful.

The salary increases have been approved as 2% each of the three years, beginning at the end of August. A sick leave bank has been established, also redefining and replacing maternity and childbearing leave with family and medical leave language.

A motion by K. Laferriere, seconded by C. Kabala to ratify the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2019-2022, was approved by unanimous vote.

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

- Amendments, Second Reading :

Mrs. Antocci presented two policies that will be amended upon this second reading into the record.

Policy JCLB, Inoculation of Students

A motion by J. Terry, second by K. Laferriere to waive the reading of the policy aloud, was approved by unanimous vote.

A motion by J. Terry, second by C. Kabala to approve the amendments to Policy JCLB was unanimously approved.

Policy IJOA, School Sponsored Field Trips

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

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

E. Consideration to Approve 2019-2020 School Improvement Plans (*Vote Required*)

*Charlton Elementary School*

Mrs. Pacheco said the school council last year submitted a two-year plan. Ms. Pacheco offered highlights of this year's plan showing increased digital learning opportunities through the hiring of technology integration teachers, who, she said, were a tremendous asset.

Mrs. Pacheco said Charlton Elementary School was increased its community involvement through such programs as the meetings with senior citizens at The Overlook. Mrs. Pacheco said this is very special, intergenerational learning that she would like to expand upon.

Mrs. Pacheco thanked the committee for approving the position of Adjustment Counselor this past year.

*Mason Road School*

This past year was Mrs. Desto's first year as principal. She said the school council has discussed establishing a two-year plan next year.

This past year, Mason Road School adopted the Choose to be Nice Club, and Everyone Matters programs. Community engagement is found in the mitten, hats and sock drives through the Dudley Senior Women's Knitting Group.

Educators promote and support effective use of technology through BeeBots, Maker-spaces, iPads and SmartBoards.

*Dudley Elementary School*

Mrs. Seibold said the school's two-year plan impacts students through partnerships and practices and initiatives. Family Games Nights allow students, families and community members to interact while after school programs introduce students to non-competitive sports, technology and mentoring opportunities. The school has expanded its garden club, and response to intervention tools.

*Heritage School*

Mrs. Pastore presented the council's two-year plan, and highlighted the efforts of the council to promote academic, personal and interpersonal competencies through such initiatives as increased use of technology, peer mediation, and after school programming in parenting seminars, coding and martial arts.

The Heritage School Council provided input to the search for a new superintendent of schools, features evenings with speakers from the Charlton Police as well as the district's new food services manager, and the school's specialists. Students take advantage of the Genius Hour, which allows them time to work on something they are passionate about. The school will embark on year 2 of the project based learning initiative.

The district is readying for a co-teaching initiative next year.

F. Consideration to Approve 2019-2020 School Handbooks – (*Vote Required*)

- *Shepherd Hill Regional High School, William F. Chaplin*

Principal Chaplin presented proposed changes to the Student Handbook such as allowing a parent to request the records of their child who is over the age of 18. This is in line with state regulations. Regarding advanced placement classes, there are now deadlines for withdrawals, and a new absentee code for students absent due to visits to college campuses.

A motion by S. Reed, second by J. Terry to accept the changes of the Shepherd Hill Regional High School Handbook for the 2019-2020 school year, was approved by unanimous vote.

G. *Consideration to Approve Revised Middle Schools / High School (3) Substitute Coordinator Positions (Vote Required)*

The district is purchasing the Frontline Absentee Management system beginning with the 2019-2020 school year. Middle school and high school principals have requested to be able to maintain their building coordinators for one year during this transition. The job description will be created and the current stipends reduced for this purpose as \$1,500 for the high school, and \$1,250 each for Charlton Middle School and Dudley Middle School. These stipends are set by the Dudley-Charlton Regional School Committee, and are not part of the collective bargaining agreement.

Dr. Nash recommended approval.

A motion by M. Antocci, second by C. Kabala to approve the amended job descriptions and stipends for Substitute Coordinators, for one year, 2019-2020 school year, was approved by unanimous vote.

H. *Consideration of Request for Overnight Travel, Policy IJOA (Vote Required)*

Shepherd Hill Chorus Director has submitted a request to travel to Heidelberg College in Ohio with students from Shepherd Hill, Charlton Middle School, and Dudley Middle School to participate in the Show Choir Camps of America, July 7-15, 2019. District music staff will join staff and students from neighboring schools to save on the cost of transportation. Mrs. Bussiere reported there are 148 students and 15 chaperones. The transportation cost is \$375 and includes two overnights and meals two and from the camp. There is a separate camp registration fee.

A motion by S. Reed, second by C. Kabala, to approve the request by Shepherd Hill Chorus Director Becky Bussiere to travel to Heidelberg College in Ohio with students from Shepherd Hill, Charlton Middle School, and Dudley Middle School to participate in the Show Choir Camps of America, July 7-15, 2019, was approved by unanimous vote.

The committee requested to know how many of the 148 students are Dudley/Charlton students.

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

The Worcester County United Field Hockey Program is requesting to use Shepherd Hill June 19-August 8, on Wednesdays and Thursday for its Under-12 program. Dr. Nash recommends approval.

A motion by J. Terry, second by C. Kabala to approve the request for use of Shepherd Hill Regional High School by the Worcester County United Field Hockey, was withdrawn by Mrs. Kabala and Mrs. Terry.

The committee expressed concern that is it not clear that there are fees incurred with this rental.

A motion by Motion: J. Terry, second by K. Laferriere to approve the request by the Worcester County United Field Hockey Club to use Shepherd Hill Regional High School July 19-August 8, on Wednesdays

and Thursday, contingent upon receiving the deposit per district policy KF, was approved by unanimous vote.

**XII. Next Meeting Dates**

**School Committee Meeting:** Wednesday, June 26, 2019, Charlton Middle School, 2 Oxford Road, Charlton, 7 p.m.

Wednesday, July 24, 2019, Shepherd Hill Regional High School, 7 p.m.

Wednesday, August 21, 2018, Charlton Middle School, 7 p.m.

**Budget and Finance Subcommittee:** TBA

**Policy Review Subcommittee:** Wednesday, June 12, 2019, Shepherd Hill Regional High School, 9 a.m.

**Future Agenda Items – School Choice**

**XIII. 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;

*District Administrators*

*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 District Administrators, and this was approved by unanimous roll call vote at 10:08 p.m.*

The committee returned to open session at 11:07 p.m.

**XIV. Adjourn**

A motion by J. Terry, second by K. Laferriere to adjourn the meeting was approved by unanimous vote at 11:07 p.m.

*Items used for this meeting include:*

Agenda for June 11, 2019	Minutes of regular meeting of May 22, 2019	Minutes of executive session of May 22, 2019	Finance Director’s Report – June 11, 2019
Superintendent’s Report – Special Topics	Superintendent’s Report – New Business Items	School Improvement Plans – Charlton Elementary School/Mason Road School Heritage School / Dudley Elementary School	Job Descriptions: Assistant Superintendent Teaching/Learning Director of Pupil Personnel Services Substitute Coordinator
Donation Letter	Rental Request – Field Hockey Clinic	Overnight Travel Request – Shepherd Hill chorus members to Ohio	Shepherd Hill School Handbook proposed changes
Policies: IJOA – School Sponsored Field Trips JCLB - Inoculations	Dudley-Charlton Teachers Association Letter – Ratify 2019- 2022 Agreement		

Respectfully submitted by Sandra Sullivan, recording secretary.