

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, August 21, 2019, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, MA 01571, 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
- Kenneth J. Laferriere
- Stephanie A. Reed
- Jamie L. Terry

Also in attendance were Steven M. Lamarche, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; Lorinda C. Allen, Karen A. Ares, William F. Chaplin, Jennifer Desto, Dean W. Packard, Christopher E. Starczewski; 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 p.m.

**II. Pledge of Allegiance**

**III. Approval of Minutes**

A. *Minutes of Regular Meeting of Wednesday, July 24, 2019*

Motion by M. Antocci, second by S. Reed to approve minutes of the meeting of Wednesday, July 24, 2019, as corrected, was approved by unanimous vote.

B. *Minutes of Executive Session of Wednesday, July 24, 2019*

Motion by S. Reed, second by M. Antocci to approve minutes of the executive session of Wednesday, July 24, 2019, as corrected, 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 #	Amount	Warrant #	Amount	Warrant #	Amount
15	\$390,958.23	1311D	\$319,035.03	11	\$465,623.46
155	\$9,593.60	1311P	\$865,140.13	12	\$623,726.56
		1312D	\$22,376.11	13	\$69,895.17
		1312P	\$71,600.24	14	\$80,662.36
		1314PREISS	\$720.80	151	\$18,712.47

		1313 Void	\$-720.80	152	\$154,574.50
		1317D	\$353,166.69	153	\$154,17.98
		1317P	\$995,509.50	154	\$21,714.58
		1318PVoid	\$-441.13		
		1319Preis	\$441.12		
		1321D	\$353,419.57		
		1321P	\$991,092.67		
<b>Total</b>	<b>\$400,551.83</b>	<b>Total</b>	<b>\$3,652,304.90</b>	<b>Total</b>	<b>\$1,450,327.08</b>

**V. Citizens’ Forum**

No one spoke at this time.

**VI. Communications**

Mr. Laferriere inquired about a busing issue in his neighborhood. He will provide Mr. Mathieu with specific information so he can address it.

Mr. Laferriere reported on an issue featured recently on social media regarding fund raising to maintain the Albert L. Thibaudeau memorial garden at the circle between the Dudley Middle School and Shepherd Hill Regional High School driveways. Mrs. Kabala said the garden was installed and maintained by one of Mr. Thibaudeau’s sons, and he should be contacted prior to any work being done at the site.

Mr. Laferriere noted the recent issue of the Worcester Business Journal featured Shepherd Hill Regional High School graduate Michael Ciprari, a founder of the successful SJC Drums, as one of the notable under-40 business owners.

Mrs. Terry noted the continuing work to install the water loop from Charlton center to Old Worcester Road and Muggett Hill/Oxford Road has resulted in road closures. Mrs. Terry inquired whether this will affect school bus routes next week, specifically on Morton Station Road.

Mr. Mathieu said he met today with bus drivers, and First Student officials have reached out to the town to address any issues.

Mr. Packard said an email will be sent to parents to inform them of any route changes.

Mrs. Aucoin read a communication from Dudley resident Gerard Frank, who serves as chair of the Dudley Democratic Town Committee, concerning the student school lunch debt. Mr. Frank expressed his concern about any possible student shaming as a result of an inability to pay for a lunch as well as the need to provide everyone with a balanced lunch. Mr. Frank asked Mrs. Aucoin to inform him of the committee’s solution to resolving the debt, and asked how he can assist.

**VII. Superintendent’s Report**

Mr. Lamarche reported on the work being done among administrators to prepare for the opening of schools on Tuesday. Mr. Lamarche has welcomed new teaching staff, and pronounced that the district is ready to open its doors.

**VIII. New Business**

1. Assistant Superintendent of Teaching and Learning (*Vote Required*)

Mr. Lamarche expressed his appreciation to the committee to establish this position, which he said is very important to the district as it moves forward. The position was posted internally, resulting in one applicant.

Mr. Lamarche recommended Karen Ares be hired as a one-year interim Assistant Superintendent of Teaching and Learning.

Mrs. Ares has served as STEAM Director for four years. Mr. Lamarche said Mrs. Ares has fostered business partnerships, while creating new opportunities for students.

Mr. Lamarche said a search committee will be formed during the upcoming school year to fill the role permanently.

A motion by C. Kabala, seconded by S. Reed to appoint Karen Ares as the Interim Assistant Superintendent for Teaching and Learning, for the 2019-2020 school year, effective immediately, at the annual salary rate of \$109,000, was approved by unanimous vote.

The STEAM position will not be filled this year. Mr. Lamarche said the permanent search will begin in late fall, with the application process in January 2020.

Mrs. Terry said she values the interview process, and expressed disappointment that it was not used to fill this position, even if a search committee came to the same conclusion. Mrs. Terry said there is much to learn about a candidate that is not on an application. She said she would like to meet with Mrs. Ares to discuss her vision, and how she will approach each grade level. Mrs. Terry said she will continue to promote this position in which the committee places great value.

Mr. Laferriere agreed about the process and said he is pleased that a search committee will be formed.

Mrs. Ares thanked the committee, and said she is looking forward to working with the committee in this role and discussing her vision.

## 2. FY 2020 Budget Update (*Vote may be Required*)

Mr. Mathieu provided a review of the FY 20 budget, showing that the hiring of 2019-2020 personnel has been more expensive than budgeted. In spite of using the district's contingency funds, as well as placeholders for potential placement of general education students within the Shepherd Hill and Dudley Middle School budgets, the district is still approximately \$40,000 over budget. Mr. Mathieu said there are several positions yet to fill, which will change this number. Mr. Mathieu said at this level, the difference can be absorbed by circuit breaker funds.

Mr. Mathieu asked the committee to approve the position of kindergarten instructional assistant at Charlton Elementary School to accompany the kindergarten teacher position approved at the July 24, 2019 meeting. While intended, it was not part of the motion.

A motion by C. Kabala, second by K. Laferriere to approve authorize the posting and hiring of an instructional assistant for the kindergarten position at Charlton Elementary School, was approved by unanimous vote.

## 3. Consideration to Establish Subcommittees, Policy BDE, (*Vote Required*)

- Capital Outlay Subcommittee: Mr. Lamarche said this subcommittee is needed as the committee prepares for the MSBA site visit, as well as roof projects at Charlton Middle School, Dudley Middle School, and Shepherd Hill Regional High School, and other capital projects. Mr. Lamarche said the subcommittee would best be comprised of two school committee members, one of

whom would be a member of the budget and finance subcommittee, as well as officials from Dudley and Charlton.

- Curriculum Subcommittee for Teaching and Learning – Mr. Lamarche recommended establishing this subcommittee to look at the needs in those areas, as well as to work with the interim assistant superintendent.

A motion by M. Antocci, second by J. Terry to establish the subcommittees as requested, was approved by unanimous vote.

Capital Outlay Subcommittee: Mrs. Aucoin appointed Mr. Laferriere and Mrs. Kabala  
Teaching and Learning Subcommittee: Mrs. Aucoin appointed Mrs. Terry and Mrs. Antocci.

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

Mr. Mathieu asked the committee to accept the donation of fitness equipment from Ronald Lukasevicz of Dudley Fitness for the Shepherd Hill Weight Room. In addition, Mr. Mathieu asked the committee to authorize the disposal of the old equipment that is nearly 25 years old.

A motion by K. Laferriere, second by C. Kabala to accept the donation of fitness equipment, and to authorize the disposal of the old equipment, was approved by unanimous vote.

Mr. Mathieu said the district is replacing its copiers, and requested six copiers aged 3-5 years old be declared as surplus and authorized for disposal. Mr. Mathieu said the copiers will likely be sold to repair companies to be used for parts.

A motion by M. Antocci, second by C. Carmignani to declare six copiers as surplus, and to authorize their disposal, was approved by unanimous vote.

Mr. Mathieu reported the initial construction of the municipal water loop for Heritage School and Charlton Middle School is complete. The water will flow at some point in the next school year, with paving completed the year after.

Mr. Mathieu has confirmed that Mason Road School is not eligible for the school-wide federal free lunch program.

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

Mrs. Kabala offered the report on the subcommittee's two summer meetings held Wednesday, July 31, and Tuesday, August 20. Mrs. Reed has been selected as chair for the upcoming school year.

Mrs. Kabala said the summer hiring of new staff has resulted in a deficit. Going forward, Mr. Mathieu will increase the estimated salary placeholder to reflect the current salary schedules. Mr. Mathieu will provide the committee with a full report in September.

The Frontline substitute software program is ready for use with the opening of the 2019-2020 school year. The general ledger software will be purchased in January 2020, and will be operational next July.

The district has received the E-rate government reimbursements in the amount of \$100,000 for the Shepherd Hill Regional High School wiring project.

An additional 19 students have registered under the School Choice program since the school committee's vote to expand to grades 10, 11 and 12.

The Massachusetts School Building Authority has scheduled a Senior Study Site Visit Wednesday, September 18, 2019 at Shepherd Hill Regional High School, at 10 a.m.

The Budget and Finance Subcommittee was informed that the cafeteria debt has been reduced to just under \$19,000.

The subcommittee will meet on the third Tuesday of each month at 8:30 a.m.

6. Consideration of Request of SHRHS Exchange Student Application (*Vote Required*)

Mr. Lamarche presented the application from a student from Taiwan who is living with a host family in Charlton. The application was received after the committee's July 24 meeting. Under Policy JF, applications must be approved by July 30. Mr. Lamarche asked recommended the committee suspend the July 30 date and allow acceptance of this student, a junior.

A motion by K. Laferriere, second by M. Antocci to waive the July 30 deadline under policy JF, was approved by unanimous vote.

Mr. Chaplin said he has reviewed the application and found it consistent with district policy. The district has worked with the agency in the past to place students. Mr. Lamarche recommended approval.

A motion by M. Antocci, second by S. Reed to accept the student for enrollment at Shepherd Hill Regional High School as a junior for the 2019-2020 school year, was approved by unanimous vote.

7. Massachusetts School Building Authority Senior Study Site Visit (*Vote May be Required*)

Mr. Lamarche has established a senior study site visit with Katherine DeCristofaro of the Massachusetts School Building Association on Wednesday, September 18, 2019, at 10:30 a.m. Mr. Lamarche said this is the MSBA's initial step to meet representatives in our district and to bring the 2019 Shepherd Hill Regional High School Statement of Interest to life. The MSBA tours the facility to review the items identified in the SOI. The MSBA recommends having a good cross representation from the boards of selectmen and officials from each town present, as the MSBA determines whether the communities are ready and receptive for the next steps in the process. Mr. Lamarche said this does not mean the district has been officially invited into the program.

The site visit will be posted as a school committee meeting to allow everyone to participate.

8. 2019-2020 School Openings

Mr. Lamarche said administrators and staff are ready and excited to kick off the new school year. The opening day meeting will be held Monday, August 26, and will feature performances by the Shepherd Hill Regional High School Show Choir.

Mr. Lamarche thanked the principals for their work over the summer to keep the schools in good shape.

**IX. Next Meeting Dates**

School Committee Meetings:

- Wednesday, September 11, 2019, Shepherd Hill Regional High School, Dudley, 7 p.m.
- Wednesday, September 25, 2019, Charlton Middle School, Charlton, 7 p.m.

Budget and Finance Subcommittee – Tuesday, September 17, at 8:30 in SHRHS

Mr. Lamarche will set dates for the following meetings:

- Policy Review Subcommittee -
- Safety Committee -

**X. Future Agenda Items** – follow up to MSBA Senior Site Visit; finding a successor to the district’s YouTube channel, with note on note on the website that we are working on a place to post school committee meetings.

**XI. Adjourn**

Motion by S. Reed, second by C. Carmignani to adjourn the meeting was approved by unanimous vote at 7:59 p.m.

Items used for this meeting include:

Agenda for August 21, 2019	Minutes of Meeting of Wednesday, July 24, 2019	Minutes of the Executive Session of Wednesday, July 24, 2019
Application for Assistant Superintendent for Teaching and Learning	Policy BDE	Report of the Director of Finance and Operations
Exchange Student Application	Correspondence from Massachusetts School Building Authority	Report of the Superintendent

Respectively submitted by Sandra Sullivan, recording secretary