

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, September 12, 2018 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
- Elaine M. Rabbitt
- Stephanie A. Reed
- Jamie L. Terry

Also in attendance were Kristine E. Nash, Ed.D, Interim Superintendent of Schools; Richard J. Mathieu, Director of Finance and Operations; district administrators: Karen Ares, William Chaplin, Jennifer Desto, Barbara Marderosian, Lori Pacheco, Dean Packard, Kathleen Pastore, Diane Seibold, Christopher E. Starczewski; district staff: Matthew Greenberg, Scott Holland, Kevin Foley; Charlton resident Stefan Sage; media representatives: Debbie LaPlaca, Telegram; 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, August 8, 2018*

A motion by S. Reed, seconded by M. Antocci to approve the minutes of the meeting of Wednesday, August 8, 2018, as corrected, was approved by unanimous vote.

B. *Minutes of the Special Meeting of Wednesday, August 29, 2018*

A motion by C. Kabala, seconded by M. Antocci to approve the minutes of the meeting of Wednesday, August 29, 2018, was approved. Mrs. Rabbit and Mrs. Reed abstained.

IV. Approval of Warrants

The following warrants were distributed during the meeting for review and signature. There were no comments or questions.

Subcommittee Warrants		Accounts Payable Warrants		Payroll Warrants	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
15	\$54,381.61	28	\$188,568.75	1224D	\$329,115.47
16	\$165,894.70			1224P	\$900,625.12
17	\$497,007.86			1225D	\$263,070.65
18	\$300.00			1225P	\$933,279.79
19	\$98,740.00			1226D	\$136.60
20	\$152,344.21			1226P	\$576.64
21	\$44,519.12			1227D	\$437,159.55
22	\$103,00.00				
23	\$107,16.36				

24	\$236,441.74				
25	\$5,222.26				
26	\$557,432.44				
27	\$593,141.55				
Total	\$2,426,441.85	Total	\$188,568.75	Total	\$2,863,963.82

V. Citizens’ Forum

No one spoke at this time.

VI. Communications

Dr. Nash had no communications.

Mrs. Rabbitt said Commissioner of Education Jeffrey Riley is attending the Oct. 10 meeting of the Massachusetts Association of Regional Schools. MARS officials have requested a strong presence of regional school personnel to lead the discussion concerning the funding formula.

Mrs. Antocci has heard from parents complaining about excessive speed through the Shepherd Hill parking lot during pick-up time.

Mrs. Aucoin read a note from former superintendent Gregg Desto thanking the committee for the commemorative chair. Mr. Desto wrote that he will cherish the chair as he does the 18 years he spent in the Dudley-Charlton Regional School District.

Mrs. Kabala commended principals for accommodations made for students and staff during the excessive heat the first week of school. There have been comments by parents to begin school after Labor Day.

VII. Superintendent’s Report

1. As a prelude to the executive session concerning school safety, Dr. Nash included two recent publications which provide both a national and state perspective on the topic. Dr. Nash offered highlights from each report.

Enhancing School Safety Using a Threat Assessment Mode: An Operational Guide for Preventing School Violence provided an eight process, the first of which is to establish a threat assessment group at each building to begin to define some kinds of behavior and be proactive in looking at threats there. Step 5 is the longest section, as it details the threat assessment procedures, including creating forms, evaluating student concerns and determining whether the student has the capacity to plan and carry out the attack.

Keeping Schools Safe: Perspectives from Massachusetts Educators and Representatives and Family is the result of a survey sent to Massachusetts stakeholders by Senator Elizabeth Warren and Representative Katherine Clark in May and June 2018, and elicited 384 responses, 125 of which were teachers, 108 parents/guardians, 62 administrators, 23 education professionals, 21 superintendents and district leaders, and 45 other. The individuals were asked to rate concerns for gun violence from very concerned (s) to not concerned (1), almost 88% rated the issue with a four or five. The survey found stakeholders support policies which restrict access to firearms. Stakeholders generally felt that schools should enhance building security but did not consider it a solution to gun violence.

2. Noting that principals will address enrollment issues under new business, Dr. Nash called the committee’s attention to the enrollment data as compiled by Anne Marie LaFond, Data Specialist

and Debra Starkus, Shepherd Hill Regional High School Guidance Secretary. The numbers reflect the change in enrollments from June to August 30. The data shows a decrease of 127 PK-12 students as the difference between 2017-2018 and 2018-2019. Additionally, the data shows there are 377 new students in 2018-2019.

Mrs. Antocci inquired whether we have analyzed the decrease in enrollment.

Dr. Nash said Interim Curriculum Director Barbara Marderosian is compiling a marketing plan to follow up with eighth grade parents. Dr. Nash agreed to analyze where students go when they leave the district.

3. Dr. Nash reported on the suspension of a grade 10 student for marijuana use.

VIII. New Business

A. Charlton Middle School Lighting- Discussion

Mrs. Aucoin had requested this item for discussion saying the entrance to Charlton Middle School is very dark and is often missed by people hoping to find their way to the school.

Mr. Packard said head custodian James Rivera has made numerous calls to National Grid to find out about services. One solution is to hard wire via poles down the driveway at a cost of \$30,000, or to install LED lights at the entrance at no initial costs, but a charge of \$300 to run.

A motion by C. Kabala, seconded by M. Antocci to pursue the installation of LED lighting at the Charlton Middle School entrance, was approved by unanimous vote.

B. Opening of Schools, Principals' Reports – Discussion

Principals were asked to address the committee on the opening of schools, and to provide information about new staffing, programs and class sizes.

Mrs. Pacheco said the technology integration specialist has been very helpful to staff, and the adjustment counselor has already settled an anxious students. Mrs. Pacheco said despite her best estimates, additional kindergarten students enrolled during the last week of August resulting in class sizes of 24 and 25. Mrs. Pacheco said she does not know what methods to use to better predict the numbers. She sends letters to all parents on the census, advertises on the website and town sign.

Mrs. Rabbitt stated the Charlton Elementary School budget presentation should be presented to reflect the increases over the last four years.

Dr. Nash cited the state law that prohibits kindergarten class sizes larger than 25.

Charlton Elementary School experienced extreme heat during the first week of school. There is no air conditioning, which is an item to add to the discussion about capital projects by the Budget and Finance Subcommittee.

Mrs. Desto reported on a great orientation with PK, K and grade 1 parents and staff. Mason Road School kindergarten enrollment decreased slightly, while grade 1 students increased. Mrs. Desto said there is no reason to be alarmed.

Mrs. Desto said she and the staff are monitoring the parent pick-up and drop-off process for safety concerns.

Mrs. Seibold said Dudley Elementary School's enrollment has been stable over the last four years, with an average class size of 21.7 overall. There is one bubble class, however. Mrs. Seibold also praised the efforts of the full-time technology integration specialist, who is starting Girls Who Code and Robotics clubs, as well as offering staff training after school.

Mrs. Pastore expressed appreciation for the new adjustment counselor and technology integration specialist who offers enrichment as well as trouble shooting for staff. Heritage School enrollment is down 25 students because the bubble class moved to Charlton Middle School.

Mr. Packard said Charlton Middle School has opened for the 19th year and features 90 employees, 12 of them newly hired, and 686 students. Class sizes average 21.4. Mr. Packard said the staff is actively engaged, and promoting a message of social responsibility.

Mr. Starczewski said Dudley Middle School staff helped smooth the transition for fifth graders. Among the key new hires are the Team Chair, special education teacher and a new assistant principal in Michael Tucker. The social media presence is led by the message # Be Better Together. Mr. Starczewski said enrollment is on target.

Mr. Chaplin reports a smooth opening of the school year. The morning drop off procedure has been changed to the front of the building. Mr. Chaplin reported that the recent heat unbearable, with accommodations made for staff and students. As far as curriculum is concerned, Project Lead the Way continues to grow. There are four biomedical science classes. The First Honors Dinner is September 20, and will feature a distinguished alumni as the guest speaker. In addition, distinguished alumni will continue to be highlighted throughout the year.

Mr. Chaplin will provide a class by class enrollment report to the committee.

Mrs. Rabbitt requested an enrollment report of the special needs population's sub separate classrooms.

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 Country Bank for Savings for the Choose to be Nice Club \$500.00
- To Shepherd Hill from the Gridiron Club to assist in paying for a practice sled for the football team \$1,778.17
- To Shepherd Hill from a charter school in New York, five IMAC desktops ca. 2013, to assist the CAD labs for music program.
- To Mason Road School from Catholic Charities, five backpacks filled with school supplies.
- To students in need throughout the district, from Hope and Caring for Those in Need, school supplies

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

2. Mr. Mathieu said the following transfers are needed to balance out the FY 2018 budget.

A motion by S. Reed, seconded by M. Antocci to approve the transfers as presented this evening, was approved by unanimous vote.

- To Mason Road School salaries from Heritage School Salaries for special education teaching and support staff staffing -\$118,400

- To Charlton Middle School salaries from Heritage School salaries for special education support staff transfers to Charlton Middle School -\$65,000
- To Dudley Elementary School from District-wide Salaries for the transfer due to a substantial overrun of the custodial substitute budget at the school. -\$17,000
- To Dudley Middle School Other Expenses from District-wide Other Expenses due to the unexpected expense to replace the water heater. - \$11,511

3. Mr. Mathieu presented a FY 19 budget summary page as well as the individual school summary pages. All hiring to date has been accounted for with these changes. Mr. Mathieu said the district has had to add staff, but this is accounted for through Circuit Breaker monies.

Mr. Mathieu asked the committee to approve the FY 2019 budget summary page as presented this evening.

A motion by M. Antocci, seconded by S. Reed to approve the FY 2019 budget summary page dated September 12, 2018, was approved by unanimous vote

4. Mr. Mathieu reported that an \$80,000 sped entitlement grant was carried forward from FY 18.
5. Mr. Mathieu reiterated the committee's earlier vote to install LED lighting at Charlton Middle School will cost \$300 per year to operate. The town of Dudley has recently undergone an audit of its streetlights resulting in a finding that four poles are on the district property but which are paid for by the town. The town has requested that we transfer these poles to our account at a cost of \$300 x 4 per year.
6. Mr. Mathieu presented a request to dispose of surplus and obsolete textbooks at Shepherd Hill Regional High School.

A motion by S. Reed, seconded by M. Antocci to approve the request to dispose of obsolete textbooks at Shepherd Hill Regional High School, was approved by unanimous vote.

7. Mr. Mathieu said the annual asbestos notification has been posted in all district schools, and on the district website. Asbestos is present in Charlton Elementary School and Shepherd Hill Regional High School, but has been encapsulated.
8. Mrs. Rabbitt said an urgent matter came to light during the Budget and Finance Subcommittee meeting held earlier this evening which focused on capital needs. With the information presented, and how we will need to approach this going forward.

The subcommittee reviewed the Capital Needs Assessment as conducted in June 2016 on Shepherd Hill Regional High School, and built onto the information provided by principals last spring. The subcommittee discussed preparing for this process of capital planning by hiring a house doctor, or a company with expertise in determining the needs of a building. The subcommittee discussed critical safety and security items, and noted there is no one on staff with this level of expertise. The subcommittee requested full committee to consider the possibility of allowing Dr. Nash and Mr. Mathieu to investigate such firms.

A motion by S. Reed, seconded by E. Rabbitt to authorize Dr. Nash and Mr. Mathieu to investigate assessment firms, was approved by unanimous vote.

D. Review of 2018-2019 Staffing Changes

Dr. Nash distributed a review of staffing changes made throughout the summer. Mr. Mathieu will provide the financial overview at the September 26 Meeting.

Mr. Mathieu introduced one new-hire, Matthew Greenberg as the Food Services Manager. Mr. Greenberg has a bachelor's degree in Sports Management, and previously worked for Sedexo at the University of Massachusetts. Mr. Mathieu said Mr. Greenberg was very impressive in his interviews.

E. Consideration of Request for Additional Staffing, *(Vote Required)*

Mrs. Allen requested the committee's consideration to create two new positions as instructional assistants for two students on IEPs at Charlton Elementary School and Charlton Middle School.

Dr. Nash recommended approval.

A motion by C. Kabala, seconded by J. Terry to approve the requests from the Special Education Director for additional instructional assistants at Charlton Elementary School and Charlton Middle School, was approved by unanimous vote.

F. Review of MASC District Office Restructuring Report

Last spring, the committee had requested the Massachusetts Association of School Committees conduct a study of District Office staffing, particularly to support the superintendent. Glen Koocher's report is enclosed.

Mrs. Antocci said the report provides a good beginning to identify what is important to those involved. She said a deeper analysis is needed identify what we want our organization to look like. Mrs. Antocci suggested soliciting Dr. Nash's expertise to look at this further.

Mrs. Terry said the suggestion to create a leadership development program should be enforced immediately. Dr. Nash said there are currently three district employees enrolled in the MASS leadership program.

Mrs. Rabbitt said the restructuring should be based on what the district office is currently missing. As a small office, we don't have pathway or training ground for aspiring administrators. Mrs. Rabbitt said a culture of hiring from within and the subsequent jump from one position to another is a huge change, and one which may overwhelm the candidate. The committee discussed reconfiguring the district office to create the pathway. Mrs. Rabbitt said the committee realizes the great burdens of being superintendent.

Dr. Nash asked the committee to decide the scope of the analysis, globally, which would look at facilities, student services, teaching and learning, human resources, or just the district office.

Mrs. Antocci said there is danger in looking at our organization piecemeal. Mrs. Antocci said she is in favor of looking at it globally.

Mrs. Rabbitt said the Massachusetts Association of Regional Schools does extensive work on such studies for a fee, but provides a blueprint for the changes. Mrs. Rabbitt said the committee needs to decide how thoroughly we want to look at this.

Mrs. Antocci suggested looking at key functions that support personnel and students, as well as the central office.

Mrs. Kabala said her concern is there is not presently a chain of command.

The committee requested to look at job descriptions for central office personnel.

The committee asked Dr. Nash to provide an overall view of the organizational structure, and to look at major functions that we need for this organization.

Dr. Nash said she would look at the district office, finance and operations, teaching and learning, and student services as a starting point, and will offer a proposal on how to look at these areas in more depth.

G. Consideration to Elect Delegate to MASS/MASC Joint Conference

This item was tabled.

H. Superintendent of Schools Search, Sample Process, MASC, NESDEC

This item was scheduled to allow the committee to discuss how it wishes to proceed on the posting for a permanent superintendent of schools. Both the Massachusetts Association of School Committees, and the New England School Development Council assist in executive searches. The committee may elect to have representatives attend a meeting to outline their procedures.

Mrs. Carmignani asked whether the position should be opened internally at first.

Mrs. Rabbitt said having been through this process twice, it is important for the committee to first define what they are looking for in a candidate. She said to only look within can be a disservice as the turnover rate state-wide suggests that these superintendents are not ready to assume this position.

Mrs. Antocci agreed, saying that defining what we are looking for will determine where we need to begin looking be it external or internal.

Mrs. Terry suggested MASC and NESDEC representatives be scheduled in the meantime so there is no delay.

Dr. Nash agreed to contact the organizations to possibly schedule their appearances beginning at 5 p.m. at the meeting of September 26.

The committee would like to review the two job descriptions from 2014 and 2018, as well as the postings.

Mrs. Kabala feels strongly that all internal candidates should automatically advance to the final round of interviews.

I. Consideration of Request for Non-Resident Enrollment (*Vote Required*)

Scott Holland of Webster has requested that he be allowed to enroll his children in district schools under the terms of the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019. Mr. Holland is currently a one-year extended employment substitute at Charlton Middle School, and cites the contract language that allows district employees residing in Massachusetts towns other than Dudley and Charlton to enroll their children in the district. Dr. Nash did not approve his request as the collective bargaining agreement excludes substitute teachers. The district's substitute policy, GCF, lists the benefits accorded to substitutes as "similar benefits as those outlined in the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019, (i.e., eight sick leave days, two personal days, and associated health benefits, which will be based upon the respective position.)" does not list among the allow substitute teachers to enroll their children. In effect, Mr. Holland is asking the school committee to waive its residency policy JF to allow this request.

A motion by C. Kabala, seconded by J. Terry to waive the policy JF and allow three of Mr. Holland's children to attend Charlton Middle School and Heritage School was not approved by a vote of 3 in favor, 3 opposed and 1

abstention. Voting in favor here Mrs. Aucoin, Mrs. Kabala, and Mrs. Terry. Opposed were Mrs. Antocci, Mrs. Carmignani, and Mrs. Rabbitt. Mrs. Reed abstained.

Mrs. Kabala asked if there is a difference between a day-to-day substitute and an extended employment substitute. The contract does not distinguish.

Mrs. Antocci said there are two issues within this request: the collective bargaining agreement that excludes substitutes, and a policy that governs substitutes. Mrs. Antocci cautioned the committee that it is continuously moving against our own policies, and that this is a contradiction to the policy and collective bargaining agreement.

Mrs. Kabala said the children would be enrolled for one year, if the teacher is not rehired in 2019.

J. Consideration of Requests for Home Instruction, Policy IHBG, *(Vote Required)*

Dr. Nash presented the request by eight families to either continue or begin home instruction plans for the 2018-2019 school year.

A motion by C. Kabala, seconded by M. Antocci to approve the requests for home instruction was approved by unanimous vote.

IX. Next Meeting Dates

School Committee Meetings:

- Wednesday, September 26, 2018, Charlton Middle School, Time could change...

Budget and Finance Subcommittee:

- Wednesday, October 10, 2018, Shepherd Hill, 5 p.m.

X. Future Agenda Items – Budget, Doctor, Revisit Delegate, Policy Subcommittee meeting schedule,

XI. Executive Session – Reason #4, “to discuss the deployment of security personnel or devices, or strategies with respect thereto.”

The chair entertained a motion to enter Executive Session “**to discuss the deployment of security personnel or devices, or strategies with respect thereto,**” and this was approved by unanimous roll call vote at 10:03 p.m.

The committee returned to open session at 10:47 p.m.

XII. Adjourn

A motion by C. Carmignani, seconded by J. Terry to adjourn the meeting was approved by unanimous vote at 10:47 p.m.

Items used for this meeting include

<i>Agenda for 9/12/18</i>	<i>Superintendent’s Special Topics 9/7/18</i>	<i>Superintendent’s New Business Agenda Items 9/7/18</i>	<i>Minutes of meeting of 8/8/18</i>	<i>Minutes of special meeting 8/29/18</i>
<i>2018-2019 Hiring Analysis</i>	<i>Enhancing School Safety Guide</i>	<i>Keeping Schools Safe Report</i>	<i>Enrollment Reports</i>	<i>MASC District Office Staffing Report</i>
<i>MASC Executive Search Process</i>	<i>NESDEC Executive Search Process</i>	<i>Staffing Requests</i>	<i>MASC Delegate form</i>	<i>Non Resident Request</i>

Respectfully submitted by Sandra Sullivan, recording secretary