

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee of Wednesday, September 26, 2018, 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, was absent.  
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; Lorinda Allen, Karen Ares, William Chaplin, Dan D’Arcangelo, Barbara Marderosian, Lori Pacheco, Dean Packard, Kathleen Pastore; Charlton resident Stefan Sage; 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, September 12, 2018*

A motion by E. Rabbitt, seconded by J. Terry to approve the minutes of the meeting of Wednesday, September 12, 2018, as corrected, was approved by unanimous vote.

B. *Minutes of Executive Session of Wednesday, September 12, 2018*

A motion by J. Terry, seconded by S. Reed to approve the minutes of the executive session of Wednesday, September 12, 2018, 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 Warrants		Payroll Warrant	
Warrant	Amount	Warrant	Amount
29	\$291,549.86	1231D	\$437,762.87

30	\$44,854.52	1231P	\$1,214,393.93
31	\$49,865.54	1228D	\$314.94
<b>Total</b>	<b>\$386,269.92</b>	<b>Total</b>	<b>\$1,652,471.74</b>

**V. Citizens' Forum**

No one spoke at this time.

**VI. Communications**

Neither Dr. Nash nor any members had any communications to report.

**VII. Superintendent's Report**

Special Topics Report

Dr. Nash's report includes two presentation by members of the administrative team.

- PBL Update – Karen Ares, STEAM Director

Mrs. Ares explained that at this summer's administrative retreat, participants looked at goals that would have action steps leading to student achievement. The administrators were guided by the Strategic Plan, which is a portrait of what the District wants its graduates to be. Project based learning has a great impact on higher level thinking skills. An update is provided from STEAM Director Karen Ares, who reported that a PBL Implementation Team of 35 members from all schools has formed for grades K-12. Mrs. Ares is training them and going through what it is to focus on PBL and how the develop a unit of study. The team will work in their buildings on this message during the October 5 professional development day.

On the January 18, 2019 half professional development day, the PBL team will again focus on this unit, and finalize their lessons.

The team will assess over the summer and create a multi-phase project. All of this work is designed to help teachers rethink the ways to implement teaching in the classroom.

Mrs. Rabbitt said she was introduced to the concept during presentations at the MASC/MASS Joint Conference. She witnessed chemistry being reinforced through dance.

Mrs. Ares said such activities are on the horizon, as the district is, at this point, dipping its toes in to this concept.

- Technology Update – Dan D'Arcangelo, Technology Director

Mr. D'Arcangelo reported that wiring in four of the district school buildings has been completed, and work has not started in the other two. The work extended into the school year, and crews worked after school hours. Mr. D'Arcangelo said there were no major issues, and all schools had internet on the first day of school.

Mr. D'Arcangelo said because the project bid came in far less than the \$1 million budgeted, money has been freed up to complete the project at Shepherd Hill. This phase of the project

was not anticipated, but with the additional funds and the federal E-rate reimbursement, the district is able to commit the funds to complete Shepherd Hill.

Dr. Nash asked the committee for some direction in pursuing the Shepherd Hill wiring project.

A motion by C. Kabala, seconded by J. Terry to pursue the wiring project at Shepherd Hill Regional High School as soon as possible to allow for an application to receive reimbursement from the federal E-rate program, was approved by unanimous vote.

Mrs. Kabala said the committee can be thankful for the low bids.

The committee thanked Mr. D'Arcangelo for his work.

Dr. Nash sought the committee's vote on the request to partially fund the after-school science club stipends at the two middle schools. In the past, this \$1,500 stipend was funded under a grant, which has since dissipated. The stipends are not currently in the collective bargaining agreement. Mr. Mathieu indicated the positions can be funded through savings in the collective bargaining stipend line items, which come in at different steps for some savings.

A motion by C. Carmignani, seconded by S. Reed to approve the expenditure of \$1,500 to partially fund the after-school science club stipends for the 2018-2019 school year, was approved by unanimous vote.

Dr. Nash said she has spoken to Dudley-Charlton Teachers Association President Kevin Foley about the positions and he indicated his approval.

Dr. Nash reported to the committee concerning the suspension of students for five days or more.

Dr. Nash announced the selection of the 218-2019 student representative to the school committee as junior Ceilidgh O'Brien. Her first meeting will be Wednesday, October 10. Miss O'Brien is also a member of the Principal's Student Advisory Council, and the Superintendent's Advisory Council.

## **VIII. New Business**

### **A. Policy Review Subcommittee Timeline**

Dr. Nash distributed a draft of a timeline proposed by former superintendent Gregg Desto last year. The review was postponed as there were many other pressing issues facing the school committee at the time (strategic plan, Prop. 2 ½ override) and the schedule was put aside. Mrs. Rabbitt and Mrs. Antocci will serve on the subcommittee and requested to establish a regular meeting cycle.

Mrs. Rabbitt said the subcommittee will draft a list of those items that need immediate attention, as well as notices from the MASC regarding policy. Mrs. Rabbitt indicated her availability and that of Mrs. Antocci as Wednesday or Thursday, October 9 or 11 at 10 a.m.

A meeting was tentatively scheduled for Thursday, October 11 at 10 a.m.

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

1. Donations

Mr. Mathieu presented donations for the school committee's approval:

To Heritage School, four Staples' gift cards	\$250
To Shepherd Hill from Quo Vadis Club, to support First Honors Dinner	\$3,000
To Shepherd Hill from Shepherd Hill Booster Club for Field House, stainless steel counters and casters	\$970
To Charlton Elementary School from Planet Aid	\$108
<b>Total</b>	<b>\$4,328</b>

A motion by E. Rabbitt, seconded by J. Terry to accept the donations as presented this evening, was approved by unanimous vote.

2. Follow-up to budget impact of new hires.

Mr. Mathieu said principals do a great job of replacing staff with an eye toward the bottom line. There were increases due to additional hours for speech/language pathologists, and additional instructional assistants. Mr. Mathieu said the increases and decreases added up to a net wash.

3. Emergency door locking mechanisms

Mr. Mathieu reported that in a letter dated September 12, 2018, Town of Dudley Building Inspector Nelson Burlingame informed the district that the door floor locks are in violation of Massachusetts Building Code, and must be removed. Dr. Nash and Mr. Mathieu met with Charlton Building Inspector Curtis Meskus and Dudley and Charlton Fire Departments to review the order and offer remedies. Dr. Nash assured the public that the doors still lock, as these were secondary mechanisms. The latching pin has been removed from the classroom.

Mrs. Rabbitt asked whether these locking mechanisms were purchased in response to the emergency situations throughout the country, to which Dr. Nash said she does not know for sure.

Mr. Mathieu said all doors are supposed to open to allow egress with a closed fist; there should be no need for a secondary tool or motion. This must be understandable to all age levels. The locking mechanism was a topic raised at the state level and became a topic of concern as they were implemented locally.

Mrs. Terry said the issue is getting out of the room in the event of a fire. There can't be so many motions needed to allow escape.

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

Mrs. Rabbitt offered a follow up to the subcommittee's September 12 meeting. The meeting minutes will be included in the full committee packets as they are approved.

At the last meeting, Dr. Nash and Mr. Mathieu were talking about hiring a house doctor to assist with the items on the capital plan. Mrs. Rabbit said she is aware this work is underway and this will be discussed at the next subcommittee meeting.

D. Superintendent Search Process Update, NESDEC / MASC (*Vote May be Required*)

The full committee met at 5 this evening with representatives from the New England School Development Council, and the Massachusetts Association of School Committees to hear what they offer in terms of full or partial assistance with a superintendent search. The issue is now open for discussion as to whether the committee wishes to enlist help.

Mrs. Terry said she appreciated that representatives attended as it was useful for us to hear what they offer. Mrs. Terry said the MASC process seemed more appropriate moving forward. MASC also offered many free services.

Mrs. Carmignani asked Mrs. Rabbitt and Mrs. Reed for their thoughts about the process as they served on the last two superintendent searches.

Mrs. Rabbitt said both searches were conducted by the district. She said the process can be extensive and an expensive time commitment. Mrs. Rabbitt said it would be helpful to have guidance and support, and said there were important elements that were not part of the last two searches, and said she was in favor of taking part in what they offer. For the most recent interim search, the committee tapped into the MASC resources, such as the suggested questions and focus groups.

Mrs. Rabbitt said both searches were time commitments for school committee members. She said the district has an advantage with Dr. Nash here. She can give us some perspective, although there is a level of support that is needed.

Mrs. Rabbitt suggested the district really needs to have a firmer idea of how we want to move forward, then we can figure out what we will need above what is offered free, and pay for the elements as needed.

Dr. Nash said if the committee chooses to conduct its own search, a member of the school committee is named as chair of the search committee and becomes the go-to person. Dr. Nash requested some determination whether one of the members is willing and able and available to serve.

Mrs. Rabbitt said whether we do own search, or engage with a firm, a point person from the school committee is needed to be in charge. She suggested putting together a survey to outline people's feelings on moving the process forward. She said the district can choose those things we want assistance with. Mrs. Rabbitt said the committee has not figured out what it wants yet.

Mrs. Rabbitt said the last two searches did not utilize a district profile, and she said that is an important element to discuss staffing, the pupil mix, the district's financial outlook, and unique characteristics.

Mrs. Terry said she was ready to make a decision this evening.

Mrs. Carmignani was in favor of dealing with one organization, and not choose items from each one's free services.

Dr. Nash said when doing a search for someone to lead this district, the committee needs to weigh the total cost against the benefit and risk.

A motion by C. Kabala, seconded by J. Terry to hire the Massachusetts Association of School Committees to start the process of the superintendent search, at a cost not to exceed \$9,500, was withdrawn.

A motion by C. Kabala, seconded by J. Terry to hire MASC to conduct the superintendent search at a cost not to exceed \$9,500, was approved by unanimous vote.

Mr. Mathieu said this money will come from the contingency budget.

The chair called for nominations to appoint a liaison.

Mrs. Kabala nominated Mrs. Rabbitt. Mrs. Aucoin appointed Mrs. Rabbitt as chair of the Superintendent Search Committee.

Mrs. Rabbit said she will work with Dr. Nash, and may have some timelines in place by the next school committee meeting.

E. Consideration to Amend District Policy GCG, Substitute Teachers –*Discussion*  
(Vote May be Required)

Mrs. Aucoin requested this item as a follow up to the two requests that came before the committee. She presented a proposed revision.

Mrs. Kabala said Mrs. Aucoin's revision is correcting the last amendment which spelled out the benefits did not include the section allowing the extended employment substitute to enroll his/her children in the district.

Mrs. Rabbitt suggested the item be tabled and designated as the first item for discussion by the policy subcommittee. Mrs. Rabbitt said enrollment of children is a benefit we are proposing to change for a classification of staff when it is not available to support staff, administrators or the superintendent.

Mrs. Kabala said she distinctly stated in an executive session at the time of the collective bargaining agreement negotiations that this is not fair as it is not extended to everyone.

Mrs. Rabbitt said she is not in favor of the amendment. She said the committee keeps putting itself in a position to amend policy for a specific person. She understands the board is split; however, a member with a strong opinion about this policy is not here this evening, and if we are looking for a full vote, we should wait.

Further, she said the committee is not looking at every element of this request. It should be thoroughly looked at to see the full impact.

Mrs. Carmignani suggested changing the i.e. in the language to e.g.

Mrs. Rabbitt said she is struggling with making this amendment tonight rather than with the policy subcommittee.

Mrs. Kabala said there is a financial gain for the district to admit these students.

Mrs. Rabbit said she is not interested in developing policies that are meaningless, if the committee is going to turn around and ignore them.

Mrs. Aucoin called for a vote to determine whether the majority of the committee is in favor of amending this policy.

A motion by C. Kabala, seconded by J. Terry to revise policy GCG, was approved by a vote of 5 in favor, with one abstention. Mrs. Rabbitt abstained.

Mrs. Kabala said to change the amended wording, "...the superintendent May place a certified extended employment substitute who is hired for a full year on his/her appropriate step and scale..." to "**will put them on appropriate step.**"

Mrs. Terry said the superintendent should be given authority to say no for financial reasons.

Mrs. Aucoin entertained a motion to accept this amended draft as a first reading.

Mrs. Rabbitt said even if the committee were to approve this on first reading, a second reading is required and the policy would not be in effect until after October 1. Therefore, the district would not benefit from the enrollments.

A motion by C. Kabala, seconded by J. Terry to approve the revisions to Policy GCG on first reading, resulted in a no vote of 3-3. Voting in favor were Mrs. Aucoin, Mrs. Kabala, Mrs. Terry. Voting no were Mrs. Carmignani, Mrs. Rabbitt, and Mrs. Reed.

A motion by C. Carmignani, seconded by S. Reed to send this policy to the sub-committee as the first policy to be reviewed, was approved by unanimous vote.

#### F. Consideration to Appoint Delegate, MASC / MASS Joint Conference

Mrs. Terry and Mrs. Carmignani expressed interest in serving as the delegate.

Mrs. Kabala nominated, Mrs. Reed seconded Mrs. Terry as the delegate, and this was approved by unanimous vote.

Mrs. Carmignani will be the alternate delegate.

G. Consideration of Requests for Home Instruction (*Vote Required*)

Dr. Nash presented two new requests, and recommended the committee's approval.

A motion by J. Terry, seconded by S. Reed to approve the requests for home schooling as submitted, was approved by unanimous vote.

**IX. Next Meeting Dates**

School Committee Meetings:

- Wednesday, October 10, 2018, Shepherd Hill Regional High School, 7 p.m.
- Wednesday, October 24, 2018, Charlton Middle School, 7 p.m.

Budget and Finance Subcommittee:

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

**X. Future Agenda Items – October 10: MCAS results for general education and special education - overview, proposal for reorganization timeline and process; October 24: Principals' MCAS report, superintendent search – MASC; resolutions.**

**XI. Adjourn**

A motion by S. Reed, seconded by C. Kabala to adjourn the meeting was approved by unanimous vote at 9:06 p.m.

*Items used for this meeting include:*

<i>Agenda for Wednesday, September 26, 2018</i>	<i>Superintendent's Report of Friday, September 21, 2018 Special Topics, New Business</i>	<i>Minutes of the Meeting of Wednesday, September 12, 2018</i>	<i>Minutes of the Executive Session of Wednesday, September 12, 2018</i>
<i>Finance Director's Report, Friday, September 21, 2018</i>	<i>Budget and Finance Subcommittee Minutes of 8.8.18</i>	<i>Policy GCG</i>	<i>Project Based Learning Power Point</i>
<i>Policy Review Schedule</i>			

*Respectfully submitted by Sandra Sullivan, recording secretary*