

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee of Wednesday, October 10, 2018 at Shepherd Hill Regional High School, 68 Dudley Oxford Road, Dudley, MA 01571, 7 p.m.

In attendance were 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

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 Lorinda Allen, William F. Chaplin, Jennifer Desto, Dean W. Packard, Kathleen E. Pastore, Barbara Marderosian, Diane Seibold, Christopher E. Starczewski; teachers Katrina Schmitt, Kevin Foley; Charlton resident Stefan Sage; media representatives Rich Earle, audio visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The meeting was called to order at 7 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Special Meeting of Wednesday, September 26, 2018

A motion by C. Carmignani, seconded by S. Reed to approve the minutes of the special meeting of Wednesday, September 26, 2018, was approved. Mrs. Antocci abstained.

Minutes of Regular Meeting of Wednesday, September 26, 2018

A motion by S. Reed, seconded by C. Kabala to approve approved with one abstention.

Mrs. Aucoin introduced Ceilidgh O'Brien as the new student representative. . Excited to be here and looking forward to the rest of the year.

IV. Approval of Warrants

The following warrants were distributed for signature without further comment or questions:

Payroll Warrant		Subcommittee Warrant		Accounts Payable Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1232 D	\$440,098.53	32	\$33,018.78	35	\$15.00
1232 P	\$1,224,745.79	33	\$15.00		

		34	\$380,643.33		
Total	\$1,664,844.32	Total	\$413,677.11	Total	\$15.00

V. School Spotlight – Dudley Elementary School, Robotics

Dudley Elementary School Principal Diane Seibold introduced children from the Robotics Club who demonstrated their projects using such STEM tools as Ozobots, Legos, and circuitry. The students’ projects necessitated coding as they created basic robots and video games.

VI. Citizens’ Forum

No citizens spoke at this time.

VII. Communications

Members reported receiving an email from a Charlton parent in appreciation of the new bus routes, which shortened various bus routes throughout the community.

VIII. Superintendent’s Report

Special Topics – Targeted District Review

1. Dr. Nash provided a copy of the Targeted District Review, resulting from the site visit conducted in the district February 12-14, 2018.

A visiting team of observed 59 classes throughout the district: 19 at the high school, 23 at the two middle schools and 17 at the four elementary schools. The team observed 27 ELA classes, 17 math classes, 14 science classes, and one health class. The observations collected data using DESE’s Instructional Inventory to record observed characteristics of standards-based teaching.

Dr. Nash said the review focused on areas of strengths and weaknesses, as well as instruction. The report details challenges and areas for growth. Dr. Nash said the district can refute DESE’s factual findings.

The report sated the district’s instructional strength was in teachers’ abilities, knowledge of subject matter, and positive classroom climate. The report said the quality of instruction varied, as did efforts to engage students in higher order thinking skills.

The observers found that the district has not developed an evaluation process for administrators that enhances professional growth and includes recommendations for improvement. Dr. Nash said she is meeting with all administrators throughout October to assist them in developing SMART Goals. Dr. Nash said administrators will have a learning goal and a practice goal by the end of October. She will meet with them in January to determine whether they are on target.

The report found the district’s fiscal and asset management to feature strengths such as the positive relationship between schools and towns, and a budget process that meets net school spending requirements.

The observers said the district’s budget document does not contain links to district and school goals, and budget development is not connected to the district’s strategic plan. DESE recommended the district construct public budget documents that are transparent and complete.

Dr. Nash said the administrative team will look at these recommendations, and continue to develop equity and rigorous coursework, while advancing project-based learning and response to intervention.

2. Dr. Nash distributed a calendar of special topics that will be presented at each school committee meeting, as well as reports and presentations. The schedule of Student Spotlights serve to remind the committee and administrators why we are here: for the students.

Also scheduled will be a report from the Food Service Director. The committee is invited to add items as well. Dr. Nash noted there is an open date in March.

A motion by S. Reed, seconded by E. Rabbitt to approve the calendar of special reports as presented, was approved by unanimous vote.

IX. Student Representative Report – Ceilidgh O’Brien

Miss O’Brien reported a really busy first month of school. Just today, sophomores took the PSATs for the first time, and juniors retested to improve their scores in preparation for the SATs, and aid in the search for college scholarships.

The first unified basketball team will play its first home game on Friday.

The Safe Driving Ambassadors will present the *Distractology* van at the school beginning Oct. 15 to show students the importance of being focused behind the wheel.

The Shepherd Hill Music Department will host the MICCA Band and Color Guard Home Show Saturday, October 13.

In honor of Breast Cancer Awareness Month, all sports teams will be wearing pink uniform items throughout the month.

Miss O’Brien also reported on Spirit Week and Homecoming activities.

X. New Business

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

Mr. Mathieu presented two donations for the committee’s approval:

To Dudley Middle School from an anonymous donor to pay off lunch deficits	\$100.00
To Dudley Elementary School from Follett,	\$146.04

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

Mr. Mathieu said the district’s audit firm, Powers and Sullivan, has been onsite for the past week concluding the audit for FY 2018. The firm will present to the school committee in January 2019. The firm will also commence the audit next year on October 28, 2019 to correspond with the DESE End of Year Report Timelines.

The superintendent has received the resignation of the Shepherd Hill Driver Education Clerk. Mr. Mathieu said there is no evidence that this position was ever officially approved by the school committee, and asked that the committee authorize the posting of this vacancy. The position is funded by the driver education program.

A motion by J. Terry, seconded by M. Antocci to approve the Shepherd Hill Driver Education Clerk position and to post the vacancy, was approved by unanimous vote.

B. Overview of MCAS Results, General and Special Education

Interim Director of Curriculum / Director of Special Education

Interim Curriculum Director Barbara Marderosian said students in grades 3-8 took the MCAS Next Generation Test, which is different from the Legacy test. The new test is more rigorous and done on computer. The middle school science test was the Legacy test, while the math was the next generation test.

Along with the changes to the tests, there is new terminology. Districts are no longer leveled but are categorized as: Districts without required assistance or intervention, Meeting Target, Partially Meeting Target (Dudley Elementary School); District requiring assistance or intervention, Focused/Targeted Support and Broad/Comprehensive Support.

The district is meeting target for improvement with certain subgroups. None require targeted assistance or broad comprehensive support.

Dr. Marderosian said the state is identifying targets, and measuring progress with those groups. ELA proficiency is weighted.

DESE will publish redesigned district and school report cards in late fall that will include measures of performance/opportunity beyond assessment and accountability results:

- Discipline rates
- Availability of art education
- Educator data
- Grade 9 course-passing
- Per-pupil expenditures

Chronic absenteeism will be noted. This is described as those who miss in excess of 10% of the school year (18 days).

Dr. Marderosian noted that 2018 accountability percentiles should not be compared to school percentiles from 2012-2017. This is a different comparison universe that includes additional indicators and fewer years of data used in calculation.

Dudley-Charlton Regional School District results: Heritage School did better than 67% of the schools at that level in the state. Dr. Marderosian noted the state is raising the ground floor. Dudley Elementary School is over the 75% mark toward the target.

Each principal will report school results at the October 24 school committee meeting.

Director of Special Education Lorinda Allen reported on the overall results of students with disabilities. Math scores were significantly less than state average at Shepherd Hill and , Charlton Middle School. Clearly math is one of the areas that need attention.

Overall snapshot students with disabilities did not meet the state averages for high achievement in the majority of tested areas. The district did well in the following areas: Dudley Middle School: grade 8 ELA and science, technology and engineering; grade 7 ELA, Grade 5 ELA, math, STE; Heritage School, grade 3 ELA; Dudley Elementary School, grade 3 ELA and Math.

Mrs. Allen said the scores provide a baseline and allows us to see what we need to do to raise the scores.

Mrs. Rabbitt asked for an explanation of students needs students scoring in the warning category.

Mrs. Allen said she and Dr. Nash have already begun to talk about what we need to do to change the way education is delivered to special education students. Over the next three years, Mrs. Allen said the goals are to review all K-12 Special education programming an efficiencies; clearly defined program descriptors with entrance and exit criteria, delivery models of instruction as in who is teaching and what, and how is it being delivered, tiered intervention strategies prior to special education, teacher professional development.

C. Consideration of Proposal for New Staff, Special Education Director (*Vote Required*)

As the first step in changing the delivery of education, Mrs. Allen presented a proposal for special education programming and special education.

Mrs. Allen found two programmatic issues that cannot wait until a new budget cycle: the addition of a part-time preschool classroom at Mason Road School; restructuring the substantially separate classroom at Heritage School into two classrooms.

Models of delivery, personnel in programs and what we have in place in search of equity.

Currently, Mason Road School has one preschool teacher who serves in this integrated classroom, balanced with general education students (peer models) and other special education students. In this group are students who are referred from Early Intervention, who receive services in this classroom.

Mrs. Allen said the general education slots did not fill this year, one left at Sped.

Mrs. Allen recommended hiring a .5 FTE preschool teacher. Interim Principal Jennifer Desto said there is room for this additional classroom, as well as furniture.

A motion by C. Kabala, seconded by S. Reed to restructure the Mason Road School preschool by hiring a .5 FTE teacher of preschool teacher and a .5 FTE instructional assistant, was approved by unanimous vote.

These positions will be funded through tuition savings, saving an assistant not replaced at Heritage School, and Circuit Breaker funds.

Mrs. Rabbitt suggested seeking to increase the interest in the program among tuition students by pursuing after school opportunities.

At Heritage School, the proposal is to restructure the substantially separate classroom into two classrooms. Currently there is one teacher who began the year with 14 students, seven instructional assistants. Following a review of IEPs, the number of students was reduced to 12 students with six assistants.

The more we looked at it we found that it is not working because the learning profiles are very different. One classroom would be three students with autism with one classroom assistant and one 1:1. The second classroom would be six students, the current sub separate teacher, two one to one aides and a classroom assistant.

Mrs. Allen said this program is needed district-wide. The sub-separate classroom started many years ago to keep students with autism in the district.

The district hired an outside consultant provide a review over a couple of days and to offer suggestions on how to change the program.

Mrs. Allen proposed hiring one full time special education teacher at \$55,000.

A motion by C. Kabala, seconded by S. Reed to add a second substantially separate special education classroom teacher at Heritage School, and this was approved by unanimous vote.

This program will be needed next year. It will be funded this year by Circuit Breaker funds, as there is a current balance of \$600,000.

D. Superintendent Search Process Update, Search Committee Chair (*Vote May Be Required*)

Mrs. Rabbitt and Dr. Nash met today MASC Executive Director Glenn Koocher, and Field Representatives Tracy Novick and Kathleen Kelly to begin the discussion of timeline and process.

The recommendation is to form a search committee consisting of two parents, three teachers, a representative from the Dudley-Charlton Teachers Association, one principal, one municipal representative, two school committee, one central office, one student, special education representative, for a total of 13 members. The group discussed individuals who would be interested in serving could apply electronically via the district website. This would allow us to outline the details and time commitment. Individuals may apply to fill multiple categories to provide more than one voice to the process. All levels can be represented in parent-teacher members. The MASC recommended setting a deadline for search committee applications before the end of October.

The district would supply MASC with the content for the job description, and brochure by the end of October. The superintendent position would be advertised through the MASC website, Linked In, MASS website, our own, and local press articles.

- October: create job posting, brochure, ad for school committee
- November: Post the position; MASC to run focus groups among the stakeholders
- December: target paper screening and select first round interviews
- January: complete first round, search committee recommends finalists to school committee and interviews begin
- February: conclude finalist interviews, district visits.
- February 27 decision.

Mrs. Aucoin will appoint the two school committee members to the search committee.

The committee authorize Mrs. Rabbitt and Dr. Nash to spearhead the design of the profile with MASC.

Mrs. Carmignani volunteered to serve on the search committee with Mrs. Rabbitt.

The committee agreed to keep the application process in-house to allow members to screen all applicants.

Regarding the committee's practice to move any internal candidates to the final round, Mrs. Rabbitt said MASC recommends against it as it closes the search for those who think that there an inside candidate. It is acceptable to move internal candidates to the first round of interviews instead.

The committee indicated 5-2 to follow this recommendation for internal candidates. Mrs. Aucoin and Mrs. Kabala were not in favor.

Mrs. Aucoin and Mrs. Rabbitt will work together to form the rest of the committee.

XI. Next Meeting Dates

School Committee Meetings:

Wednesday, October 24, 2018, Charlton Middle School, 7 p.m.

Wednesday, November 14, 2018, Charlton Middle School, 7 p.m.

Budget and Finance Subcommittee:

Wednesday, November 14, 2018, Charlton Middle School, 5 p.m.

- XII. Future Agenda Items – Principals’ MCAS presentations; MASC / MASS Joint Conference Resolutions; Timeline and Process Proposal for District Office Reorganization
 Budget and Finance Subcommittee Meeting, lunch policy, Minutes from B and F subcommittee
 Creation of School Committee Portal. Google Doc training for members. Calendar Study subcommittee
 Mary, Stephanie, David Deremian, Kevin Foley, Lorinda Allen.
 Calendar Survey

- XIII. Adjourn
 A motion by S. Reed, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 9:44 p.m.

Items used for this meeting include:

Agenda for Wednesday, October 10, 2018	Superintendent’s Report Special Topics	Superintendent’s Report New Business Items	Director of Finance and Operations Report
Minutes of Wednesday, September 28, 2018	Minutes of Special Meeting of Wednesday, September 26, 2018	Restructuring Memo	Special Reports calendar
District Targeted Review	MCAS 2018 – B. Marderosian	MCAS 218- L Allen	

Respectfully submitted by Sandra Sullivan, recording secretary