

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, October 24, 2018 at 7 p.m., Charlton Middle School, 2 Oxford Road, Charlton, MA 01507

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 Karen Ares, William F. Chaplin, Barbara Marderosian, Lori A. Pacheco, Kathleen E. Pastore, Diane Seibold, Dean W. Packard, Christopher E. Starczewski; Residents of Dudley and Charlton, 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**

*Minutes of Regular Meeting of Wednesday, October 10, 2018*

A motion by M. Antocci, seconded by S. Reed to approve the minutes as corrected, was approved by unanimous vote.

**IV. Approval of Warrants**

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

<b>Payroll Warrant</b>		<b>Subcommittee Warrant</b>		<b>Accounts Payable Warrant</b>	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1233D	\$441,757.33	36	\$684,819.61	43	\$416,842.74
1233P	\$1,230,700.13	37	\$30.00		
		38	\$63,240.14		
		39	\$591,576.77		
		40	\$6,148.80		
		41	\$2,331.60		
		42	\$25.00		
<b>Total</b>	<b>\$1,672,457.46</b>	<b>Total</b>	<b>\$1,348,171.92</b>		<b>\$416,842.74</b>

**V. Citizens' Forum**

Michelle Thompson, Dudley, Kristin Lukasevich, Douglas, Joe Thompsom, Kim Adams, Joe Magdis, Charlton, spoke about the group's efforts to go through the proper channels pertaining to the Shepherd

Hill Football team. Members said they are parents of current and former players. The group met with the superintendent and principal last week to voice complaints against the coaches, citing the head coach in particular. The group said the coach's behavior and actions are unacceptable, and wanted to be sure the appropriate action has been taken.

Mrs. Aucoin said the conversation was out of order, and stopped the discussion, saying the school committee does not handle personnel matters. Mrs. Aucoin referred the group to the superintendents.

Dr. Nash reached out to say she cannot discuss personnel matters and said there is a process in place to investigate bullying reports.

#### **VI. Communications**

Mrs. Rabbitt reported Governor Charlie Baker has signed dyslexia legislation requiring screening for kindergarten students in the form of Senate Bill 2607.

Mrs. Rabbitt said the district needs to be prepared to administer this requirement.

Mrs. Antocci reported the Charlton Public Library will host a screening of the moving, *Screenagers, Growing up in the Digital Age in November*.

#### **VII. Superintendent's Report**

Special Topics Report: District Office Reorganization: Proposed Timeline and Process

At a past meeting, Dr. Nash was asked to provide this report to the committee. Dr. Nash reviewed the report provided by Glenn Koocher, Executive Director of the Massachusetts Association of School Committees.

Dr. Nash said her report details a proposal for a process and timeline for reorganization, rather than a plan for reorganization. Her report proposes to expand the reorganization beyond the district office to look at all departments that affect student learning.

Dr. Nash identified five components:

- Central office administration and support staff
- Finance and related operations
- Facilities, vertical and horizontal, building and grounds
- Student services, special education and others i.e. counseling, health, guidance
- Teaching and learning – cultivate leadership

Dr. Nash explained her rationale as every department is interrelated. While she recommends broadening the scope, she said she does not have time to work on all of the areas. The best impact is for those that affect teaching and learning, and student services. She asked the committee to allow her to obtain a cost proposal from a group such as Massachusetts Association of Regional Schools, which employs retired superintendents to conduct its field work.

A motion by C. Kabala, seconded by J. Terry to postpone a reorganization study until a permanent superintendent is hired, was defeated by a vote of 2-5. Voting in favor of postponing the study were Mrs. Kabala and Mrs. Aucoin. Voting against the motion were M. Antocci, C. Carmignani, E. Rabbitt, S. Reed, and J. Terry.

Mrs. Antocci was not in favor of postponing this project, saying we have several positions that are currently interim appointments. It is important to look at how to move forward. Mrs. Antocci said the incoming superintendent will have much on his/her plate, and will likely appreciate having some projects underway. Citing the interrelatedness, Mrs. Antocci said she would like to take advantage of Dr. Nash's experience and input to impact these areas.

Mrs. Kabala cautioned against continuing to spend money on project studies.

Mrs. Rabbitt said Dr. Nash is presenting this in such a way that we won't have any answers by the end of the school year. She said through discussions, the Policy Review Subcommittee has noticed many inefficient processes in the district office, and now is the time to streamline and effectively use the talented people in the district. She said the new superintendent might not have as much experience as Dr. Nash, and this is an advantage to beginning this work now.

Mrs. Rabbitt said the committee can establish cost parameters to MARS' work. The committee asked Dr. Nash to bring back a cost proposal from MARS.

Mrs. Kabala asked for clarification concerning an enrollment report that was provided to the committee in September.

Mrs. Kabala commended the district's reading specialists for the various Community Reading Day activities. Mrs. Kabala said she has been reading in the schools for this event for 10 years, and it keeps getting better.

#### **VIII. Student Representative Report – Ceilidgh O'Brien**

Miss O'Brien reported this past week was a big week for sports. The fall season is coming to a close with senior nights scheduled in all sports, and some qualify for districts.

- Cross Country: Shepherd Hill senior Rebekah James set a new record.
- Field Hockey: The team beat Fitchburg 5-0 on senior night
- Boys' soccer: senior night Saturday
- Emery Mullen, Charlton Middle School eighth grader, placed first among a coed field during a recent cross country meet
- Six seniors have been accepted at Nichols College
- The Shepherd Hill Cheerleaders placed first in their division at the Holy Name Invitational Tournament
- Shepherd Hill students held a successful Fall Showcase for Dudley and Charlton 8<sup>th</sup> graders who are deciding between Shepherd Hill and Bay Path for Fall 2019–

Miss O'Brien also reported on the Shepherd Hill Math Team, the Unified Basketball Team, and the recent nicotine addiction seminar.

Parent teacher conferences are scheduled for November 8 for grades 5-12.

#### **IX. New Business**

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

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

To the Shepherd Hill Cheerleaders from TVI, Inc., for collecting clothing items \$920.46

To the Shepherd Hill Golf Program from David Halloran

\$600.00

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

Mr. Mathieu presented the FY 20 Quarterly report, showing no major concerns on paper; however, the district has pending special education expenses that will likely hit the books soon. Mr. Mathieu said there has been a staffing increase that has stretched the payroll budget. Circuit Breaker monies support the expenses.

Mr. Mathieu cautioned that the district's financial model did not change with the successful override vote. He said this was an override of survival and prevented layoffs. With so many unexpected hits, the district needs to carefully monitor expenses. There is budgetary pressure this year already.

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

Mrs. Rabbitt reported on the subcommittee meeting of October 10:

The subcommittee's first objective was to focus on capital planning to allow towns and district to devise a long term plan.

The subcommittee recommends redefining the district's statement of interest with the Massachusetts School Building Authority. A history of submissions was compiled dating back to 2006. Shepherd Hill qualified for Green Repair Program funding in 2011.

The subcommittee has identified high priority needs, and discussed seeking funds from towns through a debt exclusion vote.

The priorities have been identified as the Shepherd Hill roof, obtaining permanent bleachers at the football field, and spending money for a comprehensive facilities study.

The subcommittee also asked Dr. Nash to contact the Department of Elementary and Secondary Education to review the District Agreement. Also, Mr. Mathieu and Dr. Nash are asked to investigate drawing up lease agreements for the three schools that are not owned by the district: Charlton Elementary School, Dudley Elementary School, and Mason Road School.

The subcommittee will study the fiscal impact of negotiations with both the Dudley-Charlton Teachers Association and support staff. In an effort to raise revenue, the subcommittee also requested a review of how student enrollments are coded, and will clarify whether allowing students to enroll from out of district under the collective bargaining agreement is a taxable benefit to the employee.

Mrs. Kabala asked to go on record that she is not in favor of rolling over the district's school project debt into another project in FY 2020. Mrs. Kabala said the taxpayers need a break. She requested this discussion be brought before the full committee.

Mrs. Rabbitt noted none of the three roofs that are in bad condition now will be eligible for MSBA funding as they are under 25 years old. The Shepherd Hill roof is 21 years old, Charlton Middle School and Dudley Middle School are 18 year old. All of those roofs are in a situation that needs addressing.

The subcommittee estimated it would cost from \$2 million-\$5 million to repair the three roofs.

Mr. Mathieu spoke about an option of restoring roofs rather than replacing them. The middle school roofs are the worst kind of roof you can have.

C. FY 20 Budget Planning – School Committee’s Directive (*Vote Required*)

Dr. Nash said she and Mr. Mathieu are about to embark on the FY 20 budget process. Dr. Nash raised this preliminary discussion and asked the committee to give a directive as to what type of budget to prepare.

Dr. Nash said there are two potential types of budgets:

- a. Level services – represents an increase, takes into account how we maintain our current level of services, personnel, programs, includes increases in transportation contracts, cost increases in health insurance, contractual obligations and any increase in special education costs. This type of budget does not address new programs, except in mandated special education, and does not necessarily deal with new staffing. Instead, it would result in a reorganization of existing personnel.
- b. Additional needs budget for personnel only: The budget addresses class size or safety issues. i.e. an additional nurse, or increasing staffing in facilities to alleviate a safety concern.

A third type, educationally sound budget, was removed from the list of possibilities as it would not be accomplished in FY 2020.

Dr. Nash recommended the committee issue a directive for both the level services and additional needs budgets.

A motion by M. Antocci, seconded by S. Reed to direct the superintendent and finance director to construct a level services and additional needs budget, was approved by unanimous vote.

D. Superintendent Search Process Update:

Search Committee Chair Mrs. Rabbitt said the website went live with a link to a survey, which will remain open until November 3. An application to serve on the search committee was also posted online, and that will be open until October 29. Eleven members are needed to join Mrs. Carmignani and Mrs. Rabbitt. The committee will be selected November 1 by Mrs. Rabbitt and Mrs. Aucoin.

Mrs. Rabbitt reported that, to date, 45 surveys have been completed, and 32 applications were received. The goal is a balanced committee representing both towns. Mrs. Rabbitt asked Dr. Nash to send an email to encourage further participation.

The superintendent’s position will be posted on the MASC website on Thursday, November 1. MASC Field Director Tracy Novick was in attendance to distribute a questionnaire to the committee members to help identify qualities for the search committee.

The committee agreed to post the position as requiring a master’s degree and at experience as an administrator.

Ms. Novick will meet with stakeholders across the district in focus groups.

Mrs. Aucoin requested the full committee have access to the online survey and applications.

The search committee membership will be determined Oct. 31.

E. Overview of MCAS Results, Elementary, Middle and High School Principals

*Diane Seibold / Kathleen Pastore  
Dudley Elementary School/Heritage School*

Mrs. Seibold reported Dudley Elementary School has an overall MCAS classification of not requiring assistance or intervention as it is meeting its target. Dudley Elementary School is 76% toward meeting targets, and its accountability percentile is 65%. The school's meeting or exceeding expectations percentage was above state averages in ELA, Reading and Math for grades 3 and 4. These are areas to celebrate.

Mrs. Seibold said areas needing concentration are meeting the needs of students and students with disabilities.

Mrs. Pastore said Heritage School is also not in need of assistance or intervention, and is classified as partially meeting targets. Heritage School is 63% toward meeting targets, and its accountability percentile is 67%. The schools meeting or exceeding expectation percentage was above state averages in ELA, Reading, and Math for grades 3 and 4. Mrs. Pastore said the economically disadvantaged group is doing a steady job and is 91% meeting target.

Areas of concentration are the economically disadvantages students with disabilities, who are still looking to make strides.

Both elementary schools established the RTI block in line with the district's Strategic Plan.

*Dean W. Packard / Christopher E. Starczewski  
Charlton Middle School / Dudley Middle School*

At Charlton Middle School, Mr. Packard said only three grade 8 students are in the not meeting expectations group. The school has multiple areas below the state averages in all groups.

Innovations and Interventions include reinstating Study Island as a way to encourage middle to upper level learners to move to the upper category, the school-wide project based learning focus, researching and identifying Response to Intervention program to support, remediate and challenge all learners.

Mr. Packard said school-wide special education services have been redesigned with a focus on push-in instead of pull-out models. Data collection portal. Real time knowledge of student data. Review our program. Academically, emotionally and socially. Google platform.

Mrs. Antocci asked how RTI will be integrated in an already-full middle school schedule. Mr. Packard said he is looking at using the exploratory block.

Mrs. Antocci expressed concern with so much preparation for testing.

Mr. Starczewski said the middle schools experienced the new testing platform and found it stressful to kids and the staff in general. Areas of strength include the 53% proficient/advanced rating in the aggregate, which is above the state average of 48%. Dudley Middle School is examining its curriculum and instructional delivery to address rigor, account for higher order questioning, exploring math concepts and connections to the real world. To meet the needs of Students with Disabilities, Dudley

Middle School has planned delivery of instruction of grade level curriculum while looking to increase opportunities for co-teaching and inclusion between special educator and math teachers at each grade.

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

Mr. Chaplin reported 76% of Shepherd Hill students were in the proficient or advanced categories. Many students who were in the proficient category scored 258, which is only two points away from scoring advanced. Only 6% of Shepherd Hill students were in the warning/failing category, while the state average is 8%.

Mr. Chaplin said the school will concentrate on raising numbers in the advanced and proficient categories, since this year's state combined total was 78%. The math department has purchased a six-year subscription to the ALEKS program, which reviews concepts in algebra.

Areas of improvement include open response questions.

Mr. Chaplin said science is an anomaly. A higher number of students did not pass the exam than in years past. Shepherd Hill students performed below state average on genetics and ecology, and the percentage of students scoring proficient and above declined from 83% to 78%.

#### F. Report of the Policy Review Subcommittee

Subcommittee Chair Mrs. Antocci reported on the meeting of Monday, October 22, during which members reviewed Policy GCG, Substitute Teachers.

The subcommittee sought the advice of District Counsel James Cosgrove regarding legal requirements with respect to providing benefits for long term substitute teachers.

Mr. Cosgrove indicated to the subcommittee that if substitutes are treated as employees, they would have to be part of the union negotiations. Presently the contract specifically excludes substitutes.

Massachusetts General Law would seem to indicate that we are required to provide substitutes with health benefits. We need further clarification as to the percentage they would be required to pay for them.

The subcommittee would like clarification from Attorney Cosgrove to further clarify:

- i. the law
- ii. our requirements to provide benefits based on Affordable Care Act
- iii. whether we are required to provide the same cost sharing as regular employees. Does the law apply to non-permanent employees?

Mr. Cosgrove advised the policy is too vague and is open to interpretation. The policy subcommittee was advised to have only those policies that are required by law. If you have too many policies, it is too difficult to follow them.

The subcommittee recommended the deletion of Policy GCF, which is a duplicate of policy GCG.

A motion by C. Kabala, seconded by S. Reed to delete policy GCF upon the recommendation of the Policy Review Subcommittee, was approved by unanimous vote.

G. Consideration of MASC/MASS Joint Conference Resolutions (*Vote Required*)

The committee will vote to direct its delegate, Jamie Terry, during the Joint Conference of the MASC and the Massachusetts Association of School Superintendents Nov. 7-9, 2018

RESOLUTION 1: Rejecting the Arming of Educators Opponents may argue that arming educators under appropriate standards and safety precautions could prevent school shootings or other acts of violence that have led to the deaths and injury of children and adults.

A motion by C. Kabala, seconded by S. Reed to accept the recommendation of the MASC's recommendation, was approved by unanimous vote.

RESOLUTION 2: MASC calls for the creation of a working group to advise the legislature on the best public policy solutions to support small and rural school districts, and that this working group propose modifications to the Foundation Budget and other elements of the Chapter 70 financial assistance program; designate specific instances where excessive regulation interfere with the ability of school leaders to direct the academic improvement of children; identify and advise on eligibility for state and federal programs to support public education; and find strategies to ameliorate the impact of forces that jeopardize the growth, stability and success of these school districts, and further That MASC oppose legislation or unlegislated regulations that would attempt to undermine the right of any city, town or regional district to have imposed upon it a mandate to restructure, expand, regionalize, or dissolve its school district without its consent.

Mrs. Rabbitt left the meeting at 9:22 p.m.

A motion by C. Carmignani, seconded by M. Antocci to accept the MASC's recommendation on Resolution 2, was approved by unanimous vote.

RESOLUTION 3: Elimination of the Federal Department of Education. The Massachusetts Association of School Committees works with the federal delegation to reject any notion of combining the U.S. Department of Education with other government departments.

A motion by C. Kabala, seconded by J. Terry to accept the MASC's recommendation, was approved by unanimous vote.

Mrs. Rabbitt returned to the meeting at 9:24 p.m.

RESOLUTION 4: Regional School Transportation. To promote greater competition for bus service contracts, the Legislature should eliminate M.G.L. c. 71, § 7C, and authorize a deeper analysis of the lack of bidders on school transportation contracts.

A motion by C. Kabala, seconded by S. Reed to accept the MASC's recommendation, was approved by unanimous vote.

RESOLUTION 5: Regarding Reporting and Accountability Standards. The Massachusetts Association of School Committees works with the legislature and Board of Elementary and Secondary Education to ensure that all students in schools that receive public funds under the authority of the MA Department of Elementary and Secondary Education (DESE) or a local public school district are held to the same standards and requirements in the Commonwealth of Massachusetts.

A motion by C. Kabala, seconded by S. Reed to accept MASC's recommendation, was approved by unanimous vote.

RESOLUTION 6: Regarding Reproductive Health Education. The Massachusetts Association of School Committees supports evidence-based reproductive health curricula, and further calls upon the U.S Department of Education and Executive Branch stop their support of abstinence-only education.

Mrs. Carmignani left the meeting at 9:30 p.m.

A motion by S. Reed, seconded by M. Antocci to accept MASC's recommendation, was approved by a vote of 5-1. Mrs. Kabala was opposed.

RESOLUTION 7: On Gender Identity Inclusive Athletic Participation Policy (Submitted by the Framingham School Committee). This resolution asks that MASC help file legislation which would have the effect of protecting LGBTQ students from discrimination, harassment and bullying by that schools should treat students based on their gender identify, protecting their privacy, providing access to gender-neutral restrooms, locker rooms and private stall showers, using their preferred pronouns, embedding sensitivity training in professional development and providing uniform accommodations.

Mrs. Carmignani returned to the meeting at 9:33 p.m.

A motion by S. Reed, seconded by E. Rabbitt to accept the MASC's recommendation, was approved by unanimous vote.

The delegate will ask for an explanation of uniform accommodations.

RESOLUTION 8: Relative to Sports Wagering. The Massachusetts Association of School Committees requests that, should the General Court enact legislation to legalize wagering on sporting events, the General Court, shall commit a portion of the revenues generated from sports wagering to public education.

A motion by C. Kabala, seconded by S. Reed to accept the MASC's recommendation was approved by unanimous vote.

RESOLUTION 9: Relative to Access to Information for Parents and Students Who Are Clients of Special Education. MASC urges the legislature to amend state law to require that parents and students be provided with a copy via email or mail of all the assessments that are performed for students in the families' preferred language, at least five days prior to any meeting at which parents and students will review a proposed Individual Education Plan (IEP).

A motion by S. Reed, seconded by E. Rabbitt to amend the language to remove the requirement for written requests, was approved by unanimous vote.

**X. Next Meeting Dates**

School Committee Meetings:

- Wednesday, November 14, 2018, Charlton Middle School, 7 p.m.
- Wednesday, December 12, 2018, Shepherd Hill Regional High School, 7 p.m.

**Budget and Finance Subcommittee:**

- Wednesday, November 14, 2018, Charlton Middle School, 4:30 p.m.

Policy Review Subcommittee:

- Monday, October 29, 2018, Shepherd Hill Regional High School, 10 a.m.

**XI. Future Agenda Items – Policy Review Subcommittee, Report of the Delegate, Superintendent Search.**

**XII. Adjourn**

A motion by S. Reed, seconded by M. Antocci to adjourn the meeting was approved by 9:45 p.m.

*Items used for this meeting include:*

<i>Agenda for Meeting of Wednesday, October 24, 2018</i>	<i>Superintendent's Report: Special Topics New Business</i>	<i>Minutes of Regular meeting of Wednesday, October 10, 2018</i>	<i>Minutes of Budget and Finance Subcommittee Meeting of Wednesday, October 10, 2018</i>
<i>MCAS Reports: Shepherd Hill, Charlton Middle School, Dudley Middle School, Dudley Elementary School, Heritage School</i>	<i>Finance Director's report, Friday, October 19, 2018</i>	<i>FY 20 Budget Planning</i>	<i>MASC 2018 Resolutions</i>
<i>Special Topics Benchmarking Central Office</i>	<i>Special Topics Flow Chart</i>		

*Respectfully submitted by Sandra Sullivan, recording secretary.*