

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, November 13, 2019 at Charlton Middle School, 2 Oxford Road, Charlton, MA 01507, 7 p.m.

In attendance were members of the School Committee:

Pauline J. Aucoin, Chair
 Mary N. Antocci, Vice Chair
 Cathleen Carmignani, at 7:01 p.m.
 Catherine M. Kabala
 Kenneth J. Laferriere
 Stephanie A. Reed at 7:01 p.m.
 Jamie L. Terry
 Ceilidgh O’Brien, Student Representative

Also in attendance were Steven M. Lamarche, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations, Karen A. Ares, Interim Assistant Superintendent for Teaching and Learning; Christopher E. Starczewski, Dean W. Packard, Kathleen E. Pastore, Lori A. Pacheco, Principal, Charlton Elementary School, Global Awareness Program Advisor Mary Pierangeli; district teachers Eric Hensel, Cyndi Piehl, Dan Duffy; media representative, 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, October 23, 2019*

A motion by M. Antocci, second by C. Kabala, to approve the minutes of the meeting of Wednesday, October 23, 2019, 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	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
37	\$2,002.00	1337O void	-85.00	33	\$522,042.27
38	\$3,156.64	1338PReiss	85.00	34	\$655,642.59
39	\$135,473.05	1342P	0.00	35	\$1,563.08
		1344PAdj	0.00	36	\$16,000.00
		1345D	\$535,018.47		
		1345P	\$1,573,274.26		
Total	\$140,631.69	Total	\$2,108,292.73	Total	\$1,195,247.94

V. Citizens' Forum

No one spoke at this time.

VI. Communications

There were no communications.

VII. Superintendent's Report

Mr. Lamarche reported on continued monitoring of the threat of Triple EEE. The ban on evening activities has been lifted. Mrs. Terry said she learned at a conference the state has determined there has been sufficient frost to ease the ban; however, continued caution is still advised as some mosquitoes may be resilient to the frost. Mrs. Terry said this threat could still be felt next year as the cycle continued.

Mr. Lamarche said he learned last week that the Shepherd Hill Boys Varsity Soccer team had an early elimination in the post season due to a violation. The Massachusetts Interscholastic Athletic Association (MIAA) ruled that a student athlete should have been suspended for two games, but was not. As a result, the team forfeited those games, which brought the record below that necessary to enter into the playoffs. Mr. Lamarche said expectations have been established that this will not happen again.

The Dudley-Charlton Education Foundation will hold Uncorked and Uncapped, a fundraising event, Friday, November 22, 2019 at Nichols College, Dudley from 6:30 to 8 p.m. with a Silent Auction, and an opportunity to sample wine and beer, and shop among local vendors.

Schools were closed Monday, November 11 in observance of Veterans' Day. Mr. Lamarche recognized there is a genuine need to thank our veterans who service paved the way for our safety and livelihood. Staff and students took part in themed events in school last week. Mrs. Kabala noted the Shepherd Hill Marching Band performed at the Dudley Veterans' Day parade.

VIII. Student Representative Report – Ceilidh O'Brien

Miss O'Brien reported on district-wide efforts to serve the communities and support causes. Miss O'Brien mentioned the food drives at Dudley Middle School and Mason Road School. Charlton Middle School students showed support for National Diabetes Awareness Day, while Shepherd Hill Regional High School collection 1,000 pair of socks for the National Honor Society's *Socktober*.

Miss O'Brien reported on Shepherd Hill athletics, in particular, the girls and boys cross country teams, as well as the football team. Shepherd Hill seniors Kylie Wong Li, Madison Marsh, Emma Sullivan, and Skylar Pietz will sign National Letters of intent to play their chosen sport in college.

IX. New Business

A. Principal Showcase – Charlton Elementary School, Lori A. Pacheco
Mrs. Pacheco presented photos of the Fall Literacy Carnival held Tuesday, October 29, 2019, which offered children the opportunity to dress in costume and enjoy 27 learning stations and games.

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

- Donations

To Mason Road School from Dudley PTO Read-a-thon support	\$1,000
---	---------

To Dudley Elementary School from Dudley PTO Read-a-thon support	\$1,000
To Charlton Elementary School from Planet Aid	\$98.50
To Shepherd Hill from Sitkowski and Malbouef for First Honors Dinner	\$200
Total	\$2,298.50

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

Mr. Mathieu presented an amended FY 21 Budget Timeline, requesting further discussion under the Report of the Budget and Finance Subcommittee agenda item.

- FY 20 Budget Update

Mr. Mathieu provided an updated budget summary sheet showing the need to transfer between cost centers to offset a salary increase. These will be funded by the budgeted contingency, changes to the School Choice assessment and reductions in the contingency for students' placements at SWCEC's Project Rise program.

Mr. Mathieu asked the school committee to vote the transfers as shown on budget summary page and budget detail.

A motion by S. Reed, seconded by M. Antocci to approve the transfers between cost centers as shown in the budget summary page dated November 12, 2019, was approved by unanimous vote.

Mr. Mathieu said payroll salaries can be encumbered, except for hourly employees. He will continue to monitor these cost centers. He will present a special revenue report in December.

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

Mrs. Reed reported on the Budget and Finance Subcommittee meeting of Tuesday, October 29, 2019. The subcommittee reviewed the FY 2021 budget timeline, the structure for the Joint Finance Planning Meeting. The FY 2021 budgets will be presented to the school committee at a meeting in February. Mrs. Carmignani suggested a snow date be scheduled in February.

The subcommittee learned that representatives from Tyler Technologies will demonstrate its Infinite Visions general ledger software for business office employees. Mr. Mathieu noted the district last received a quote from the company in December. An updated quote will be brought to the next Budget and Finance Subcommittee. It is proposed the software be funded through school choice, and brought live sometime between January to June 2021.

Mr. Mathieu said there is an option for purchasing the software through the state contract. He will determine that pricing before going out to bid.

Mrs. Kabala added the subcommittee reviewed the cafeteria deficit, which decreased for a while, but has now begun to rise.

The subcommittee also received updated School Choice figures.

D. Report of the Assistant Superintendent for Teaching and Learning

Mrs. Ares reported on Spoke about first meeting of the Professional Development Committee on Oct. 29. A notable goal is providing a variety of ways for people to participate in winter workshops. Administrators participated in a day-long literacy retreat focusing on reading instruction. Project 500 aims to fully evaluate K-2 reading instruction. Mrs. Ares attended with the four elementary principals, Mr. Lamarche, and Mrs. Allen.

The first meeting of the DESE Program Evaluation Pilot was held Friday, November 1 with Mrs. Ares, Mr. Lamarche, Mrs. Allen, Kathleen E. Pastore, Judith Powell, Gilda Hannen and Sydney Markley. The group set goals and objectives, and collaborated to identify data points to evaluate the co-teaching model.

E. Request for Additional Staffing (*Vote Required*)

Mr. Lamarche presented the request by Lorinda Allen, Director of Pupil Personnel Services for an additional instructional assistant at Charlton Middle School due to the move-in of two students in its Intensive Learning Center.

A motion by C. Kabala, seconded by S. Reed to approve the request to hire an additional instructional assistant at Charlton Middle School, with funding from Circuit Breaker, was approved by unanimous vote.

Mr. Mathieu estimates this cost at about \$19,000, plus benefits.

H. Consideration of Request for Overnight, International Travel, Policy IJOA (*Vote Required*)

Global Awareness Program Director Mary Pierangeli has requested the committee's approval of an 11-day trip to Paris, Milan, Venice, Monaco and Florence April 16-21, 2021. Mrs. Pierangeli said the early approval allows the group to lock in 2020 pricing for this trip, or \$3,664. The group students and chaperones will miss one day of school on the return.

Mr. Lamarche recommended approval.

A motion by C. Kabala, seconded by J. Terry to approve the request by the Global Awareness Program for travel to France, Italy and Monaco April 16-21, 2021, was approved by unanimous vote.

F. FY 21 Budget Priorities

Mr. Lamarche presented a preliminary list of FY 21 budget priorities seeking discussion by members. Mr. Lamarche said the list is not prioritized, and may change throughout the FY 21 budget meetings and deliberations. Mr. Lamarche said he is looking for input and comments from the committee at this time.

G. Report of the Policy Review Subcommittee (*Vote Required*)

Proposed for Amendment, Second Reading: Policies BG, JF

Policy BG –Formation of Policies, was presented for amendment. The committee's second vote into the record will approve the amendments as proposed.

A motion by C. Kabala, seconded by S. Reed to waive the reading of the policy, was approved by unanimous vote.

A motion by C. Kabala, seconded by S. Reed to approve the amendments on second reading into the minutes was approved by unanimous vote.

Policy JF School Admission Residency, was presented for amendment. The committee's second vote into the record will approve the amendments as proposed.

A motion by S. Reed, seconded by M. Antocci to waive the reading of the policy, was approved by unanimous vote.

A motion by J. Terry, second by M. Antocci to approve the amendments to Policy JF as presented on this second reading was approved by unanimous vote.

X. Next Meeting Dates

School Committee Meeting:

- Wednesday, December 11, 2019, Shepherd Hill Regional High School, 7 PM

Budget and Finance Subcommittee:

- Monday, November 25, 2019, Shepherd Hill Regional High School, 8:30 AM.

Policy Review Subcommittee:

- Monday, November 18, 2019, Shepherd Hill Regional High School, 8:30 AM
- Monday, December 2, 2019, Shepherd Hill Regional High School, 8:30 AM
- Monday, January 6, 2020, Shepherd Hill Regional High School, 8:30 AM

Curriculum Subcommittee for Teaching and Learning:

- Thursday, November 21, 2019, Shepherd Hill Regional High School, 10:00 AM

Capital Outlay Subcommittee – TBD

Subcommittee:

- Monday, November 18, 2019, Charlton Middle School, 11 A.M.

XI. Future Agenda Items –Superintendent's Award, Principal's Award, Shepherd Hill Regional High School Show Choir, Student Achievement Report, Massachusetts School Building Authority, Assistant Superintendent Search, Overnight and Out of State Field Trip Requests, MASC/MASS Conference Update, Class Size report.

XII. *Executive Session, #2, "...to discuss strategy with respect to collective bargaining or litigation..."

The chair entertained a motion to enter executive session "...to discuss strategy with respect to collective bargaining or litigation, and to reconvene for a votes or votes if necessary, and to adjourn, was approved by unanimous roll call vote at 8:21 PM.:

M. Antocci: Yes
P. Aucoin: Yes
C. Carmignani: Yes
C. Kabala: Yes
K. Laferriere: Yes
S. Reed: Yes

J. Terry: Yes

XIII. Adjourn

The committee returned to open session at 8:37 p.m.

A motion was made by S. Reed, seconded by M. Antocci to rescind the school committee’s vote of July 24, 2019, which approved a wage freeze in 2019-2020 for extra-curricular salaries contained in the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2019-2022, and this was approved by a vote of 6-0. Mrs. Aucoin abstained.

The extracurricular salaries will be increased by 2%, retroactive to July 1, 2019. The committee approved three additional stipend positions in July 2019, which were Envirothon Advisor, \$2,000; Art Show Advisor, \$500; Assistant Coach, Golf, \$500.

A motion by C. Carmignani, seconded by J. Terry to adjourn the meeting was approved by unanimous vote at 8:40 p.m.

Items used for this meeting include:

Agenda for November 13, 2019	Minutes of October 23, 2019	Superintendent’s Report of 11/8/19	Finance Director’s Report of 11/8/19
Interim Assistant Superintendent’s Report 11/8/19	Travel request, Shepherd Hill Global Awareness Program 2021 destinations	Minutes of the Budget and Finance Subcommittee 10/9/19	Policies for Amendment: JF – School Admission BG – Formation of Policies
Staffing Request, Director of Pupil Personnel Services			

Respectfully submitted by Sandra Sullivan, recording secretary