

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, November 14, 2018 at 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
Pauline J. Aucoin, Chair
Cathleen Carmignani
Catherine M. Kabala
Elaine M. Rabbitt
Stephanie A. Reed
Jamie L. Terry was not in attendance

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, Karen Ares, William Chaplin, Barbara Marderosian, Lori Pacheco, Dean Packard, Lori Pacheco, Kathleen Pastore; Karen Potter, Charlton Middle School Show Choir Director, and Charlton Middle School Mirage, Charlton Middle School Leadership Club; Stefan Sage, Darlene Emco Rollins; Tracy Novick, MASC Field Director; media representatives Rich Earle, audio-visual coordinator; Sandra Sullivan, recording secretary.

I. Call to Order

The chair called the meeting to order at 7:10 p.m.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, October 24, 2018

A motion by S. Reed, seconded by M. Antocci to approve the minutes of the meeting of Wednesday, October 24, 2018, as corrected, was approved by unanimous vote.

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
1235D	\$1,182.82	44	\$30.00	50	\$15.00
1235P	\$4,242.22	45	\$322,207.55	51	\$822,764.31
1243S	\$521,161.33	46	\$57,194.72		
1243P	\$1,529,101.73	47	\$45.00		
1244D	\$89.75	48	\$1,478,432.59		
1244P	\$452.50	49	\$8,500.00		
1245D	\$291.17				
1245P	\$1,926.00				
Total	\$2,058,447.52	Total	\$1,866,409.86	Total	\$822,779.31

V. Citizens' Forum

VI. School Spotlight – Charlton Middle School

Charlton Middle School's Show Choir, Mirage performed.

Members of the Charlton Middle School Leadership Club offered highlights of the club's work and mission. The group collected over 650 cans of non-perishable food items to present to Charlton Chip-in Director Darlene Emco-Rollins, as well as a check for \$2,500 to support the cause to provide food for those in need.

Mrs. Emco-Rollins thanked the group, saying she could not accomplish the work without the students' help.

VII. New Business

A. Recognition of Students

- *MASS Superintendent's Award of Academic Excellence*

Dr. Nash presented the 2018-2019 awards to Shepherd Hill seniors as follows:

Eric J. Prussman, who not in attendance as he was rehearsing for the Mr. Shepherd Hill event, is ranked second in his class with a 4.3 GPA. Eric has served as class treasurer for four years, a member of the drama club, student council, math team, foreign language club, Game Changers. The Dudley resident has been a member of the National Honor Society for three years and has earned perfect attendance awards in grades 9, 10, and 11. He is enrolled in four AP classes. Eric plans to go to college to become a cardiologist.

Emma C. Whitehead is ranked first in the class of 2019, and has won a number of academic awards. The Charlton resident earned the Lim Foundation / MIT Award, the RPI Medal. She has attained First Honors throughout her high school career, has been a member of the National Honor Society for three years, served as a peer tutor, as a member of the math team. She participates in the school's science fairs, Welcoming Committee, and has been a lab intern at WPI. Emma is also an athlete who competes on the Shepherd Hill Cross Country and Indoor Track teams. She plans to pursue a career in medical research.

- *Principal's Award*

Mr. Chaplin presented the Principal's Leadership Award to senior Gina Yu. In addition to outstanding academic accomplishments that places her within the top 10 of her class, Gina is a member of the National Art Honor Society, the Principal's Advisory Committee as well as the Superintendent's Advisory Council. Gina will pursue a career that blends her interests and talents in biology and the arts.

The committee recessed at 7:41 p.m. for photographs.

The committee returned to open session at 7:46 p.m.

VIII. Communications

Dr. Nash read letter from Dudley-Charlton Teachers Association President Kevin L. Foley, expressing interest in negotiating a successor agreement to the Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019.

Dr. Nash said she will contact Mr. Foley to set up possible dates.

IX. Superintendent's Report

Special Topics Report: Budget Timeline, MARS Proposal

At its October 24 meeting, the school committee asked Dr. Nash to contact Massachusetts Association of Regional Schools about conducting a reorganization study. Dr. Nash reported that MARS charges \$90 per hour plus transportation

to complete the process. The organization estimates the cost of completing a study on the district office, finance and technology departments to be between \$12,000 and \$15,000, depending on documents, etc., as well as interviews with individuals to determine job descriptions. Dr. Nash said this cost does not include a study of the special education department or facilities management, teaching and learning, which, she said, are key to the operation.

Dr. Nash said other options to the student include:

- Postponing until a new superintendent is on board. She cautioned, however, that this presents challenges for the new superintendent.
- Do one aspect of the organization, for example, the central office, in a collaborative manner, tasking out some of this to key staff. Dr. Nash said the biggest caveat to this option is studying your own organization would require Dr. Nash to evaluate the efficacy of the proposals put forward.

Mrs. Aucoin opened the floor for discussion.

Mrs. Rabbitt said she attended a workshop on this subject during the recent MASS/MASC Joint Conference. Mrs. Rabbitt said the committee needs to clarify its intent of the study. Mrs. Rabbitt said Dr. Nash has suggested those areas that impact students and learning. Mrs. Rabbitt said it is worth considering. She said we need to keep moving this conversation forward, and look at other possible resources to provide direction. Mrs. Rabbit said she spoke with MARS Assistant Director Stephen Hemman at the conference, and he indicated the price is negotiable.

Mrs. Antocci said we are at a critical point in our district, and key positions are filled with interim appointments. The structure beneath the house is the most important piece. We need to invest in the infrastructure.

A motion was made by M. Antocci, seconded by E. Rabbitt to proceed with an analysis and recommendations for district office reorganization by the Massachusetts Association of Regional Schools, with the caveat that the committee revisit a different cost scope for the study. After discussion, the second and motion were withdrawn and the item tabled pending a discussion with a MARS representative at the next meeting.

Mrs. Kabala said she cannot justify spending the money.

Mrs. Rabbitt said while this seems like a big sum of money, it could mean savings down the road. Mrs. Rabbitt said Dedham saved \$200,000 by restructuring. She asked Dr. Nash if the committee needed to provide guidelines for the MARS study.

Dr. Nash said the proposal will be for a reorganization of the central office, its processes, lanes of report and supervision.

Mrs. Antocci said the study needed to include finance, special education and technology, but to determine from MARS how this can be accomplished within the budget.

Mrs. Carmignani said changing the structure of the superintendent's office is better handled by the new superintendent once he/she has come on board. She also asked how the district would pay for this study.

Mr. Mathieu said the money would come from the contingency fund, which would then be reduced to \$75,000.

Mrs. Rabbitt suggested expressing the cost concerns with MARS, and ask what can be come to assist us in staying within the budget.

It was decided that any legwork that can be accomplished by district staff, i.e. job descriptions, can reduce the cost of the study.

Dr. Nash tabled discussion on the budget timeline until December.

X. Student Representative Report – Ceilidgh O’Brien

Miss O’Brien reported on several areas of high school life:

Music Department: Shepherd Hill Marching Band defended its US Eastern Band Championship title. The Shepherd Hill Show Choir participated in the Bay State Festival, and is preparing for its Holiday Spectacular in December.

In Athletics, senior Ingrid Lindstrom has signed her letter of intent to play Division II Volleyball for Franklin Pierce University next fall. DII volleyball. Senior Drew Montigny was named Athlete of the Month by the Massachusetts Interscholastic Athletic Association.

In academics, 73 seniors received John and Abigail Adams scholarships. Dudley 8th graders raised \$8,500 for resistance movement program.

The National Honor Society completed its food drive and has begun the toy drive.

Finally, Miss O’Brien invited the committee to attend the Mr. Shepherd Hill male beauty pageant.

XI. New Business

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

Donations:

Mr. Mathieu presented donations for the committee’s acceptance:

To Charlton Middle School from the Charlton PTO for Chromebook computer mice	\$1,398.00
To Charlton Elementary School from Planet Aid	\$61.75
To Charlton Middle School from Music Parents Association for new risers	\$3,475.00
To Heritage School from anonymous, for unpaid lunch balances	\$50.00
To Shepherd Hill Music Department from former Shepherd Hill band director, equipment trailer.	
Total	<u>\$4,984.75</u>

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

Mrs. Kabala requested an updated concerning parameters of the John Paire Student Scholarship Fund which is accepting donations and giving scholarships to students for a variety of needs. The district was to work with the family in setting up the guidelines.

Regarding Health Insurance, Mr. Mathieu reported that FY 18 was a strong year, resulting in a \$1.8 million balance. Mr. Mathieu said this positive outlook is due in part to a change to a single provider. This allows for better management. Another contributing factor is members’ increasing sophistication in accessing health care through minute clinics, or urgent care facilities, instead of emergency rooms.

Senior Plan Renewal: The renewal rate for the District’s Blue Cross Blue Shield Medex II plan has been received. The rate will actually decrease by \$.50 monthly. Mr. Mathieu asked the committee to approve the new rate as:

	FY 18 Rate	FY 19 Rate
BCBS Medex II	\$309.57	\$309.07

A motion by M. Antocci, seconded by S. Reed to approve the FY 19 Medex II rate as \$309.07, was approved by unanimous vote.

Mr. Mathieu offered an update on the Joint Purchase Group. The district's insurance advisor, Group Benefit Strategies, has held meetings in the summer and fall to gauge interest in creating a local Joint Purchase Group. Mr. Mathieu said there are six communities interested at this point. The next planning meeting will be held November 15. The group is hopeful for a January completion. Mr. Mathieu said he will keep the committee updated.

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

Mrs. Rabbitt reported on the subcommittee meeting held prior to this meeting. Mrs. Rabbitt said the subcommittee has been focusing on capital expenditures, and have identified the roofs at Charlton Middle School, Dudley Middle School and Shepherd Hill as priority projects. The subcommittee met with a representative of The Garland Company to look at the situation and provide cost structures for restoration. The subcommittee is pleasantly surprised at the lower than expected cost. More research is needed. The subcommittee will have more information and a clear direction at its December meeting.

Upon the subcommittee's request, the Department of Elementary and Secondary Education reviewed the District's Regional Agreement. The agreement will be amended in accordance with law.

The subcommittee had an introductory conversations about upcoming negotiations with the Dudley-Charlton Teachers Association.

The subcommittee is considering a proposal for new general ledger software for the district business office. Mrs. Rabbitt anticipated action on that item in the next month or two.

D. Security Task Force Update

Mrs. Kabala and Mrs. Terry are members of the task force, which met on Friday, November 2. Members reviewed a comprehensive security study completed by former School Resource Officer James Annese of the Dudley Police Department in 2015. Principals are now updating that report.

E. Consideration of Request for Overnight Travel, GAP Director, Mary Pierangeli, Policy IJOA *(Vote Required)*

Global Awareness Program Director Mary Pierangeli presented a request for international travel in the 2019-2020 school year to Berlin, Prague, Krakow, Budapest and Vienna. This early planning allows for a \$200 discount, and additional extended payment schedule. The group will leave Shepherd Hill on Thursday, April 16, 2020 and will return Monday, April 27, missing two days of school.

A motion by C. Kabala, seconded by S. Reed to approve the request for overnight travel by the Shepherd Hill Global Awareness Program April 16-27, 2020, was approved by unanimous vote.

F. Superintendent's Search Committee Report

Chairperson Elaine M. Rabbitt updated the committee on the superintendent search. She and Mrs. Aucoin met on October 31 to select the search committee members: Randi Booth, Allison Lawrence, Brooke Beverly, Adrienne Daniels, Lawrence Dunn, Christopher Starczewski, Kerry Cyganiewicz, Mr. Mathieu, Catherine Fengler, Jillian Anderson, Kevin Foley, will join Mrs. Rabbitt and Mrs. Carmignani.

Tracy Novick, Field Director – Social Media for the Massachusetts Association of School Committees, is holding focus groups in the schools and in the community. The online survey will be available until November 21. Ms. Novick said the posting is on the MASC website, Linked-In and on the Massachusetts Association of School Superintendents website.

Ms. Novick has met with most of central office administration, the Shepherd Hill Student Council, teachers at Dudley Elementary School and Heritage School. She is scheduled to meet with staff at Shepherd Hill and Charlton Middle

School. There is a public session in Charlton, Nov. 20 at the senior center at 5 p.m. A similar meeting will be scheduled for Dudley.

To date, there have been 154 responses to the survey. Ms. Novick said applications are trickling in.

Mrs. Rabbitt responded to questions she has received concerning posting the position on School Spring. Ms. Novick said confidentiality must be maintained and School Spring allows too much access. Mrs. Rabbitt said the district office is investigating a mechanism by which the posting can run on School Spring, but applicants will be redirected to MASC.

Mrs. Rabbitt said the school committee can access the applications once the candidates are moved to the first round.

Mrs. Aucoin wants her own ruling from the AG office concerning the process.

Mrs. Rabbitt asked why the full committee would need to access the applications when the full committee's role will come into play once it is presented a list of finalists.

Mrs. Marderosian spoke as a parent and as a district office administrator in saying School Spring will cast a wider net. She said in view of the statement that applications are trickling it, could the deadline be extended so it can be posted on School Spring.

Mrs. Rabbitt disagreed with the need to extend the deadline.

Mrs. Aucoin and Mrs. Kabala said the committee had expressed that they wanted the superintendent's position posted on School Spring and that the full committee would have access to the applications. Mrs. Kabala asked when that had changed and whether it was reflected in the minutes.

Mrs. Rabbitt said the search committee process is fluid, and as questions were raised and answered concerning how to make the process more effective, the issue of School Spring and confidentiality was raised.

Mrs. Antocci commended Mrs. Rabbitt for her work as chair, noting that it is a volunteer effort that needs to remain collaborate.

G. Consideration of 2019-2020 School Year Calendar (*Vote May be Required*)

The draft of the 2019-2020 school year calendar features professional development days and a Christmas break that begins on Dec. 23. The calendar maintains the Family Comes First Night in March, and the early release day on Good Friday. The 180th day will be June 11.

Mrs. Reed said consideration has to be given for the National Election. She said having experienced the day as a poll worker, there were some safety and security issues

Mrs. Rabbitt said the district should consider asking the town to change locations, perhaps Charlton Middle School.

The committee tabled approval of the 2019-2020 calendar pending additional information.

Mrs. Antocci commended and thanked Mrs. Rabbitt for her work as chair, noting the extensiveness of the effort involved and the need to be able to make decisions in response to changing circumstances. She also noted that we are all on the same team, we set up subcommittees for a reason, we are all volunteering our time here, and support and collaboration is necessary.

H. MASC/MASS Joint Conference Delegate Report

Mrs. Carmignani offered the report on behalf of Mrs. Terry who was the delegate, but who is not in attendance this evening. All but Resolution 4 passed. This resolution was concerning regional transportation, and it was referred to the sponsor.

Mrs. Terry collected the training information and put it into a shared Google Drive, and downloaded additional Power Point presentation that were shared during the conference.

Mrs. Terry noted that Resolution 9 was approved as amended by the Dudley-Charlton Regional School District.

XII. Next Meeting Dates

School Committee:

- Wednesday, December 12, 2018, Shepherd Hill Regional High School, 7 p.m.

Budget and Finance Subcommittee:

- Wednesday, December 12, 2018, Shepherd Hill Regional High School, 4:30 p.m.

Policy Review Subcommittee:

- Wednesday, Nov. 28, Shepherd Hill Regional High School, 6:30 p.m.

Superintendent Search Committee Orientation:

- Tuesday, November 27, 2018 at 11 a.m., Shepherd Hill Regional High School

XIII. Future Agenda Items – Policy Review Subcommittee, calendar, workshops at MASC, MARS, Budget and Finance Subcommittee, move Student Representative report up in the agenda.

XIV. Adjourn

A motion by S. Reed, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 9:42 p.m.

Items used for this meeting include

<i>Agenda for Wednesday, November 14, 2018 meeting</i>	<i>Minutes of School Committee Meeting of Wednesday, October 24, 2018</i>	<i>Superintendent's Reports: Special Topics New Business Items</i>
<i>2019-2020 Draft Calendar</i>	<i>Minutes of Budget and Finance Subcommittee Meeting of October 10, 2018</i>	<i>District Reorganization Timeline</i>
<i>Report of the Finance Director Friday, November 9, 2018</i>	<i>Global Awareness Program Request for overnight travel Travel itinerary</i>	

Respectfully submitted by Sandra Sullivan, recording secretary