

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Wednesday, November 9, 2016 at Charlton Middle School, 2 Oxford Rd., Charlton, MA, 7 p.m.

In attendance were members of the School Committee:

Mary N. Antocci
Pauline J. Aucoin, Chair
Raymond J. Chalk, Vice Chair
Catherine M. Kabala
Joseph M. Pietrzak
Elaine M. Rabbitt
Stephanie A. Reed

Jack A. Cederberg, Student Representative, was not in attendance.

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, Karen Ares, Terri A. Caffelle, William Chaplin, Jody O'Brien, Lori A. Pacheco, Robin L. Parmley, Kathleen E. Pastore; teachers Kevin Foley, Diane Seibold, Kim Lundquist, Devan Arsenault; Heritage School students Kendall Bond, Rachael Ciani, Matthew Guerin, Nathan Lashua, Louis Mikulecky, Christian Sargis, Bree Simons, Ryan Dawson, Nina Falcone; Megan Sullivan; media representatives Deb LaPlaca, Telegram, 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 26, 2016*

A motion by S. Reed, seconded by R. Chalk to approve the minutes of the regular meeting of Wednesday, October 26, 2016, was approved by unanimous vote.

B. *Minutes of Budget Session Wednesday, October 26, 2016*

A motion by J. Pietrzak, seconded by R. Chalk to approve the minutes of the budget session of Wednesday, October 26, 2016, was approved by a vote of 6-0. Mrs. Rabbitt abstained.

IV. Approval of Warrant

The following warrants were distributed and signed by a majority of members without further comment or questions:

Warrant #	Amount
27	\$817,783.15
1102P	\$1,434,081.59

1102D	\$512,204.17
Total	\$2,764,068.91

V. Citizens' Forum

No one spoke at this time.

VI. School Spotlight – Heritage School

Mrs. Pastore introduced music teacher Devan Arsenault, who offered a six-week after school program on bucket drumming. Students Kendall Bond, Rachael Ciani, Matthew Guerin, Nathan Lashua, Louis Mikulecky, Christian Sargis, Bree Simons, Ryan Dawson, Nina Falcone, demonstrated some rhythms they learned.

VII. Communications

1. Committee members received an annual report from Nichols College showing 85 students from Dudley, and 48 from Charlton. Mr. Desto said the district continues to make inroads with its partnership at Nichols. He thanked the college community for contributing to the Dudley Elementary School playground, and for its support for the high school's global awareness program.
2. Mrs. Rabbitt thanked Mrs. Allen and the staff members who organized the D-C Votes allowing students to learn about the election process. She said the effort helped plant the seeds of civics engagement, with one result being that children accompanied their parents to the polls.
3. Mrs. Kabala enjoyed seeing the election signs created by Dudley third and fourth graders displayed outside the Dudley Town Hall.

VIII. Superintendent's Report

1. Mr. Desto announced the Regional Budget Roundtable will be held Thursday, Nov. 17 at Charlton Middle School at 6 p.m. He has received several RSVPs from legislators, school committees, and town officials. He was informed that the superintendent of the Quabbin Regional School District has planned a similar event for the same night and time. Since a few legislators overlap and will that session, he plans to have a video conference with the other group.
2. Mr. Desto reported the Nov. 8 district-wide professional development day was a success. He said he was impressed by the enthusiasm and the quality discussion he witnessed as he visited several sessions.
3. Mr. Desto added his kudos for the D-C Votes event, noting the students voted fairly consistently with the state and nation.
4. Mr. Desto congratulated Fire Chief Dean Kochanowski and the town of Dudley for the favorable vote on the new fire station.

5. Mr. Desto will present the Award of Academic Excellence to two students at the committee's Dec. 14 meeting. A photographer will also be on hand for the committee's annual photograph.

6. Mrs. Kabala said she enjoyed the recent presentation of the Crocodile River Music at Dudley Elementary School, and thanked teachers Cynthia Rawson and Julianne Winans for bringing unique brand of African song and dance to our students. The group was in residence at Heritage School and Dudley Elementary School over the last two weeks, culminating in a joint concert at Shepherd Hill on November 5. Mr. Desto added his thanks to Mrs. Caffelle, Mrs. Pastore, and Mrs. Arsenault.

IX. Student Representative Report – Jack Cederberg

This item was tabled.

X. New Business

A. Mental Health First Aid Presentation – Megan Sullivan (SH Class of 2007), SHINE Initiative

The district has partnered with the SHINE Initiative to bring Mental Health First Aid Training to its staff. Mr. Desto introduced Shepherd Hill Class of 2007 graduate Megan Sullivan, who will train select members of our staff on December 6 and 12, and those staff members will then train their peers at upcoming faculty meetings.

Ms. Sullivan offered school committee members an overview of the concept and how it will ultimately benefit our students. Mental Health First Aid teaches adults how to identify, understand and respond to signs of mental health and substance abuse disorders. Ms. Sullivan said students spend the majority of their day with teachers, and not those people in the school who may already be trained to recognize the signs.

Ms. Sullivan said there are four reasons to become a mental health first aider:

- You are prepared
- Illnesses are common
- You care
- You can help.

Mr. Pietrzak thanked Ms. Sullivan for the presentation noting that he has been talking about this issue at school committee meetings for a couple of years, and it is great to see this come to fruition. He asked whether this training could be offered to athletic coaches. Mr. Desto said not in this first phase.

The training, which begins December 6, is funded by a grant from Fidelity Bank.

B. Finance Director Report (*Vote Required*)

Mr. Mathieu presented two donations for the committee's consideration:

Sitkowsky and Malboeuf Funeral Home, to Shepherd Hill Honors Dinner	\$200
Dudley PTO to Dudley Elementary School for autumn appreciation	\$300

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

Mr. Mathieu said he would like to assemble a Food Service Wellness Policy Subcommittee to review nutrition and health activities in the district as well as the wellness policy, beginning in January. Mrs. Aucoin and Mrs. Kabala volunteered to serve.

Mr. Mathieu requested a budget transfer of \$70,000 from Blue Cross / Blue Shield Blue Choice New England to Dudley Middle School Teacher Salary Account to make up for the loss of the Teacher Quality Grant.

Mrs. Aucoin said the \$70,000 she would like to see this \$70,000 added to the trust fund in view of the discussions about the deficit and rate increases.

Mrs. Kabala asked why the money would be taken from the BC/BS account.

Mr. Mathieu said there is a surplus in the BC/BS account because fewer employees than budgeted for opted for the family health insurance. Mr. Mathieu said the Health Trust Fund is doing well.

Mrs. Kabala said she would like to see an accounting of the differences between 2015-2016 staff that retired or resigned, and the staff hired for 2016-2017. She said there should have been savings.

Mr. Mathieu said he will provide that information, and that there were no great gains made in that regard.

The committee agreed to wait until further information is provided.

It was suggested that the Budget and Finance Subcommittee discuss this item in more detail and bring back a recommendation to the whole committee.

Mr. Mathieu asked the committee's approval of Salary transfers between schools:

\$35,000 from Dudley Middle School Library and \$15,000 from Charlton Middle School Special Education Instructional Assistant to Shepherd Hill Library Salary

\$35,000 from Charlton Middle School Sped Instructional Assistants to Heritage School Special Education Instructional Assistant.

\$12,000 from Dudley Elementary School Therapist to Heritage School Therapist

The transfers will cover the cost of reassigned staff.

Mrs. Antocci said she has a general concern with approving these transfers without any information about the account balances before and after the transfers. She would like to see a spreadsheet of each line item.

Mr. Mathieu said he will provide this at the next meeting.

A motion by C. Kabala, seconded by R. Chalk to approve the three transfers between schools' salary accounts, was approved by a 4-3 vote. Voting in favor were J. Pietrzak, C. Kabala, S. Reed, R. Chalk. Opposed were E. Rabbitt and M. Antocci, P. Aucoin.

Mrs. Rabbitt said she would like to see the instructional assistant staffing assignments included with the class size data reports. She requested that financial information be provided prior to the meeting with an explanation and documentation.

Surplus Material, Envision materials

Mr. Mathieu asked the school committee to declare the older version of the Envision Math Curriculum as surplus to allow for their disposal. The publisher has expressed interest in buying these older materials.

Mr. Mathieu will provide details about these items at the next meeting.

C. Wages and Benefits Subcommittee Report (Vote Required)

Mrs. Kabala reported the subcommittee is continuing to review the job description for the Food Service Manager and Cafeteria Managers.

D. Consideration to Amend District Policy JQ, Student Fees, first reading (Vote Required)

Mrs. Kabala reviewed the changes to this policy as discussed by the subcommittee, noting there should be some repercussions for those in arrears over 14 days. An alternate lunch made from commodity items is offered to those students.

Mrs. Aucoin said that while the district should try to collect the bill from parents and failing that, the district should assume the costs through any surplus in the district budget. She said lunch is another component of the educational process, and that these outstanding balances are not the child's fault. She said she is opposed to the policy.

Mr. Chalk said in order to collect the money, the school committee needs the policy. We need something in place as a guideline. He and Mrs. Rabbitt agreed the staff is able to assess individual situations of need.

A motion by R. Chalk, seconded by M. Antocci to waive the reading of the policy to the assembly, was approved by unanimous vote.

A motion by R. Chalk, seconded by S. Reed to approve Policy JQ, on this first reading into the record, was approved by a vote of 6-1. Mrs. Aucoin is opposed because of the wording regarding the alternate lunch.

The committee agreed to hold off on the changes to the job description for the Food Services Manager as well as any stipend. This will be reopened in the spring.

E. Budget and Finance Subcommittee Report

There was no report. The subcommittee's next meeting is Wednesday, November 16 at 5 p.m.

F. Superintendent's Goals – Discussion

Mr. Desto outlined his goals based on the four standards of Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture. Mr. Desto discussed the action steps needed to attain the two goals under each of the standards.

Mr. Desto said he would conduct monthly formal school visits with administrators, as well as pursue the district's strategic priorities of smaller class sizes and additional social-emotional support personnel.

Mr. Desto's goal under Standard 2 is to analyze resource allocation through the state's RADAR program. The Southern Worcester County Roundtable is also a step toward that goal.

Mrs. Rabbitt inquired whether the committee establishes the rubric for Mr. Desto and the committee agreed that work will begin in the new year.

G. Recap of Joint Conference, MASC/MASS

Mrs. Reed served as the conference delegate, and offered the results of the votes on the Resolutions.

Resolution 1: Foundation budget, approved.

Resolution 2: Tax Reform. The committee voted no, but the resolution passed by a vote of 67-41.

Resolution 3: Charter School, approved.

Resolution 4: Social-Emotional Well-being of Students, approved as amended.

Attended promoting a maker mindset. STEM, labs.

Mrs. Antocci said she attended several workshops, among them, a session on school finances, and the Massachusetts School Building Authority, where she learned that the district is in the running with 80 other schools. The criteria for project selection is 1. impending danger; 2. overcrowding; 3. possible future overcrowding; 4. building is an obstacle to learning.

Another workshop discussed possibly changing school start times to align with student sleep patterns.

Mrs. Rabbitt said she attended workshops that focused on the conference theme of social - emotional wellness. She said she has enjoyed the joint conferences she has attended for five years.

Mrs. Rabbitt attended a presentation by the staff from a Melrose K-5 elementary school who spoke about an innovative practices pilot program. Mrs. Rabbitt reported on the presentation by Teachers 21 regarding the building blocks of learning and the skills and mindsets that help children learn. Mrs. Rabbitt said the take-away from that workshop was about productive persistence, by being comfortable with not knowing, not being right, asking for help, reporting mistakes, failing and agree/disagree with colleagues, and supervisors.

H. Consideration to Form School Calendar Subcommittee

Mr. Desto said this is the time the committee begins discussion on the next school year calendar. He proposed forming a subcommittee of school committee members and representatives from the Dudley-Charlton Teachers' Association. Mrs. Reed and Mrs. Antocci agreed to serve, and Dudley-Charlton Teachers' Association president Kevin Foley will name a representative. Mr. Desto will reach out to all members to set a meeting date.

I. Consideration to Adopt Policy FEB, Designer Selection Process, second reading
(Vote Required)

A motion by J. Pietrzak, seconded by R. Chalk to waive the reading of Policy FEB to the audience, was approved by unanimous vote.

A motion by J. Pietrzak, seconded by R. Chalk to approve and adopt policy FEB on this second reading into the record, was approved by unanimous vote.

J. Consideration of Request for Home Instruction, Policy IHBG (Vote Required)

Dudley residents have submitted a request to home school their son in grade 9 for the remainder of the 2016-2017 school year.

Mr. Desto said he has reviewed the family's plan, and recommends approval.

A motion by S. Reed, seconded by R. Chalk to approve the request as submitted to home school for the remainder of the 2016-2017 school year, was approved by unanimous vote.

K. Consideration to Approve 2018 Foreign Language Trip, Policy IJOA (Vote Required)

Global Studies Program Director Mary Pierangeli has presented a request on behalf of the Foreign Language Club for overnight travel to Dublin, London and Paris during the April 2018 school vacation, consistent with policy IJOA.

The trip as proposed will require students to miss two days of school on April 12 and April 23. Mr. Desto said there is an alternate version of the trip would only require students to miss one day of school, but would prevent a visit to the D-Day beaches of Normandy. Mr. Desto recommended approval of the originally proposed version.

Approval is requested now to allow the group to lock in the best prices for families. Approval for discounted travel for chaperones will be requested at a later date.

A motion by R. Chalk, seconded by S. Reed, to travel to Dublin, London and Paris, in April 12-23, 2018, consistent with policy IJOA, was approved by unanimous vote.

XI. Next Meeting Dates

School Committee Meetings:

- Wednesday, December 14, 2016, Shepherd Hill Regional High School, 7 p.m.

Budget and Finance Subcommittee:

- Wednesday, November 16, 2016, District Office, 5 p.m.

Regional Forum on Budget:

- Thursday, November 17, 2016, Charlton Middle School, 6 p.m.

XII. Future Agenda Items – MASS Award of Academic Excellence, Principal’s Award, Policy JQ, Shepherd Hill Building Committee Update

XIII. Executive Session “...to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body.”

The chair entertained a motion to enter executive session “...to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body”, and to reconvene for vote if necessary and adjourn. This was approved by unanimous roll call vote at 8:41 p.m.

The committee returned to open session at 9:20 p.m.

There were no votes necessary.

XIV. Adjourn

A motion was made by S. Reed, seconded by C. Kabala to adjourn and this was approved by unanimous vote at 9:20 p.m.

Items used for this meeting include:

Agenda for 11/9/2016	Superintendent’s Report 11/4/2016	Minutes of 10/26/16 Budget Session
Minutes of 10/26/16 Regular Meeting	Policy FEB Policy JQ	Finance Director Reports
MASC/MASS conference update	Overnight travel request	Nov. 2016 PD Flyer
Superintendent’s Goals		

Respectfully submitted by Sandra Sullivan, recording secretary