

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Tuesday, June 21, 2016 at 7:00 p.m., Charlton Middle School, 2 Oxford Rd. Dudley, MA 01571.

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

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, John D. Paire, Jody A. O'Brien, Mary A. Pierangeli; Andreas Panayiotou; Dudley-Charlton Teachers' Association President Kevin Foley; district residents Stefan Sage, Michael McConville; Matthew Chown and Bob Labadini, assessors from On-site Insight; media representatives Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The chair called the meeting to order at 7:00 p.m.

II. Pledge of Allegiance

III. First Order of Business: Reorganization of the Dudley-Charlton Regional School Committee

Chair: Nomination by Mrs. Kabala, seconded by Mr. Pietrzak to elect Mrs. Aucoin as chair, was approved by unanimous vote.

Vice Chair Nomination by Mr. Pietrzak to elect Mr. Chalk as vice chair, was approved by unanimous vote.

Secretary: Nomination by Mrs. Kabala to elect Mr. Desto as secretary, was approved by unanimous vote.

Treasurer: Nomination by Mrs. Kabala, seconded by Mr. Pietrzak to elect Melinda Ernst-Fournier as treasurer was approved by unanimous vote.

Assistant Treasurer: Nomination by Mrs. Kabala, seconded by Mrs. Reed to elect Mr. Desto as assistant treasurer was approved by unanimous vote.

Representative to the Southern Worcester County Educational Collaborative: A motion by Mrs. Kabala, seconded by Mrs. Reed to elect Mr. Desto as the representative to the SWCEC was approved by unanimous vote.

Borrowing Authorization: A motion by Mr. Pietrzak, seconded by Mrs. Reed to authorize the district treasurer to borrow from time to time, in anticipation of revenue of the financial year beginning

July 1, 2016 and ending June 30, 2017, in accordance with the provisions of the Massachusetts General Laws, and to issue a note or notes, therefore, payable within one year, and to renew any notes or notes as may be given for a period of less than a year, and this was approved by unanimous vote.

Subcommittees, District Policy BDE: Having decided to maintain the three-member Budget and Finance Subcommittee, the committee considered membership, and the chair appointed Mrs. Rabbit, Mr. Pietrzak and Mr. Chalk. The full committee will meet once per month to review and discuss the recommendations of the subcommittee.

IV. Approval of Minutes

A. *Minutes of Regular Meeting of Thursday, June 9, 2016*

A motion by J. Pietrzak, seconded by R. Chalk to approve the minutes of the meeting of Thursday, June 9, 2016, as amended, was approved by unanimous vote.

B. *Minutes of the Executive Session of Thursday, June 9, 2016*

A motion by R. Chalk, seconded by S. Reed to approve the minutes of the executive session of Thursday, June 9, 2016, as corrected, was approved by unanimous vote.

V. Approval of Warrant

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

Warrant #	Amount
65	\$1,201,337.67
66	\$688.46
1065D	\$428,768.26
1065P	\$1,139,079.92
1068D	\$6,211.43
Total	\$2,776,085.74

VI. Citizens' Forum

No one spoke at this time.

VII. Communications

Mrs. Rabbitt reported on the Budget and Finance Subcommittee meeting of June 14th, which featured Julie Kelly, a Massachusetts Association of School Committee's Lifetime Member, and former school committee member of the Wachusett School Committee, as guest speaker. Ms. Kelly is a member of a group which has been advocating for changes to the Foundation Budget Formula. The group has found there is a drastic need to address the minimum contributions. The Dudley-Charlton Regional School Committee has discussed this issue on several occasions. Mrs. Rabbitt said the Dudley-Charlton Regional School Committee needs to bring forth this material to the towns so we can work with them to advocate for changes in the funding formula, and correct the inequality.

VIII. Superintendent's Report

1. Mr. Desto offered this congratulations to all students and staff for a completing a successful school year.
2. Mr. Desto reported on the Innovative Students of the Month program offered in conjunction with Country Bank. Heritage School fourth grader Nicholas Dell'Ovo was honored in May for his physical science explorations. In June, Mason Road School first grader Robert Rucci was selected for making his own books and inspiring others with his creations, and Charlton Elementary School kindergartener Christopher Crowely was nominated for his creativity and problem solving skills.
3. Mr. Desto recognized Shepherd Hill Principal Mary Pierangeli, who is retiring on June 30 after a 31-year career in the district. Mr. Desto thanked Mrs. Pierangeli for her professionalism, and for being a steadfast and solid team player.

IX. New Business

A. *Shepherd Hill Facilities Site Study – Presentation by On Site Insight*

The committee authorized the expenditure of funds for an in depth facilities study of Shepherd Hill. The district's attempts at securing Massachusetts School Building Authority assistance has been unsuccessful thus far. Among the goals are updates to science labs. Although the building is well maintained, Mr. Mathieu said there are items nearing the end of their shelf life.

Mr. Mathieu introduced Mr. Chown and Mr. Labadini, whose firm has 30 years of experience in conducting facility studies. The firm examined Shepherd Hill on March 10 and 11, 2016. Mr. Labadini pronounced Shepherd Hill as a very well maintained property, conscious of its needs and where it is going in the future. He said one of the major items is the roof, which needs to be addressed in the short term. Mr. Labadini said all systems are maintainable but certain items will need to be replaced. Cost estimates are based on its own in-house data base as well as national information.

Mrs. Rabbitt asked if there will be details about the back end of the report where the firm has categorized the yearly plan. She said the recommendations show spikes of high expenditure in the first year. Mrs. Rabbitt said the committee is well aware of items that need to be done. There are spike periods in the 20 year analysis.

Mr. Labadini said the reality of a piece of real estate is that things are going to fail in clumps. Many operating systems will reach the end of their useful life at the same time. The spikes can be flattened, but then the report is less accurate. You will expect it to fail later and it will fail sooner.

The committee reviewed the summary pages that show spikes every five years. Mr. Labadini said this is a tool to show what the building and property needs. The hard part is how to flatten out those peaks without compromising the viability of the property. He said cost estimates are based on a 3% inflation rate.

Safety issues are shown as an immediate concern. These include the cracking sidewalks and walk ways. The roof is not a safety issue, but there are areas of leakage.

Mr. Chalk said the committee is concerned about the electrical systems. The firm did not look at the wiring as it does not do destructive testing, which is expensive. The study shows a broader view of the facilities.

Mr. Mathieu asked the committee to come up with a strategy for the next steps, and for bringing this information to the towns.

If everything was fixed in this report, Mr. Labadini said it would cost \$10 million in current dollars.

Mrs. Antocci said while a focused study would be more money, she asked Mr. Labadini if there are recommendations about things we should be cautious about that might be under the cover of some of these larger items.

Mr. Labadini said when evaluators see an issue on any job, they stop the assessment, and tell the person who contracted with us that this is a problem. The firm makes a recommendation for year one survey by an engineering professional and comes up with a reasonable cost estimate. If asked for a cost, the firm provide an estimate subject to an engineering study.

Mrs. Kabala asked for the firm's opinion on whether to renovate the school or rebuild? Mr. Labadini said the firm's are in-kind reports compiled through observations and with the assumption, unless told otherwise, that this building will be in use for another 20 years.

B. Review of School Improvement Plans

Mr. Desto said developing school improvement plans is one of the main responsibilities of the school councils. Thanked them for their diligent work throughout the year. The improvement plans reflect their care and compassion for our students and community. The committee's review of these plans is appreciated as it strives to meet the goals of its strategic plan. Mr. Desto said the administration took great care to try to standardize the format and terminology utilized in each school's plan based in part on feedback received from the school committee last year.

Mrs. Rabbitt said she thought the school council members would present the reports and be available to answer specific questions. She said she has questions that can't be answered this evening. She will send these questions to Mr. Desto for a follow up. Mrs. Rabbitt said if the committee is looking to move forward with these plans in a meaningful way, the committee needs to see the impact of what we did, not just a check-off list of what we did. She said she is missing the actual impact of the goal or objective as indicated in the plan. Relative to student performance, she would like to follow up on the measurability of the action plan. She said some plans are missing the actual impact of the goal or objectives as indicated by the council. Were there greater participation rates? In terms of discipline, are retention rates decreasing?

Mrs. Rabbitt said during the strategic plan process, we learned that we wanted the reports to be meaningful to us. Additionally, all the reports referenced Title One and Special Education Action Plans. She said she is interested in knowing what of those two plans are impacting a particular school. What needs are they finding, and how can this be addressed during the budget process to support those schools.

Mrs. Antocci said she sought the school council's definition of what the district is specifically trying to measure and to seek to answer what the impact was from the goals, and was there impact on student learning? She said in general, the plans did not provide enough detail to prove effectiveness.

Mrs. Kabala commended Shepherd Hill's MCAS scores saying they are outstanding and show that no one in grade 10 failed English, and 2% failed math and science and technology. She said these are outstanding scores for any high school.

C. Director of Finance and Operations Update – Vote Required

Mr. Mathieu presented several items for the committee's consideration, including a substantial donation from Nichols College for the Dudley Elementary School playground and updates on the Health Insurance Trust Fund and Food Service Audit.

- 2 Donations:

Dudley Elementary School has received a \$17,000 from Nichols College to be used for new playground equipment.

Also, the Fels Family Foundation donated \$8,550 for the Dudley Elementary School playground project. Mr. Mathieu commended Mrs. Caffelle for pursuing this project and the donations.

A motion by C. Kabala, seconded by J. Pietrzak to accept the donations of \$17,000 from Nichols College and \$8,550 from the Fels Family Foundation, was approved by unanimous vote.

- FY 17 FREC Market Basket/Frozen Foods Bid – Mr. Mathieu asked that the committee award the 2016-2017 FREC Market Basket/Frozen Foods bid to Thurston Foods at the unit prices listed on his analysis of June 17, 2016.
- FY 17 FREC Athletic Bid – Mr. Mathieu asked that the committee award the 2016-2017 FREC Athletic Supplies Bid to the lowest responsive and responsible bidders on a per item basis as reflected on his analysis dated June 20, 2016.

A motion to accept the two bids as presented was made by S. Reed, seconded by M. Antocci and approved by unanimous vote.

- Transportation reimbursement received,

FY17 budget: While news coverage has been light with the budget process, there are issues and concerns regarding potential revenue shortfalls next year. Mr. Mathieu said it is wise to have waited to finalize the FY 17 budget pending up-to-date figures from the state.

- Health Insurance Trust Fund:

While there is still time for things to change, Mr. Mathieu said it appears as if the health insurance trust fund had a positive year, taking in more revenue than it expended. If the summer months are similar to last year, Mr. Mathieu said he expects the trust fund balance sheet to reflect a minor deficit or perhaps a surplus. That is positive news, he said, but comes only after a 10% rate increase and substantial plan design changes. He said this is not an area in which we can lose focus.

One recommendation to help further reduce expenses for the Health Insurance Trust is to enroll the District in a program to receive prescriptions from Canada. CanaRx has been another tool used by various municipal entities for a number of years. This is a completely voluntary program for our employees and retirees which will eliminate the co-pay for the insured, and lower the cost to the Health Insurance Trust. An

analysis of some of the top brand name medications paid for by the Trust shows the district's expenditures at \$95,000. The cost under the CanaRx program would have been \$36,000 – a savings of \$59,000. The only difference between this program and the mail order programs currently used by subscribers is that these brand name medications come from Canada, the United Kingdom, Australia and New Zealand.

A motion by C. Kabala, seconded by S. Reed to approve the district's enrollment in the CandRx program, was approved by unanimous vote.

- School Lunch Price Increase

Mr. Panayiotou joined the discussion concerning the possibility of increasing the cost of lunches. It is decided to hold off on the price increase pending further study. In order to keep the lunch prices consistent with federal and state mandates, it is Mr. Panayiotou's recommendation that this price be increased to \$2.80

The Food Service department underwent a state audit. While the district waits for the results, based on the exit interview there will be areas identified for improvement. One of the primary areas is around the free and reduced lunch program. This has already been addressed by the Committee with the appointment of the Data Specialist/Central Registration position, which will be the sole processor of this information. An additional personnel change recommended by Mr. Mathieu is to change the job description of the Food Service Director/Shepherd Hill kitchen, to full time Food Service Director. This would remove items such as food preparation from the job description, which would require the hiring of an additional part time employee.

Mr. Mathieu asked the Committee to approve opening a new 3-3.5 hours per day cafeteria helper position in the Shepherd Hill kitchen. There are no benefits involved.

A motion by C. Kabala, seconded by J. Pietrzak to change the Food Service Director/Shepherd Hill kitchen position to that of Food Service Director, was approved by unanimous vote.

A motion by C. Kabala, seconded by R. Chalk, to establish a new cafeteria helper position at Shepherd Hill to work 3-3.5 hours per day in the Shepherd Hill kitchen, with no benefits involved, was approved by unanimous vote.

- Data Analysis

The district has been invited to apply to be part of a pilot program for Resource Allocation and District Action Reports – a new tool to analyze data and use that analysis as part of the decision making for programs, and ultimately for budgets. The time commitment is four to six half days during the first year, less than that for the second year, and much homework in between. The potential benefits in participating are great, Mr. Mathieu said, and hopefully will tie in with the committee's focus on budget during this upcoming year. The district has submitted the application and is waiting to hear if we are chosen.

- Leave of Absence for teacher (vote required)

Mr. Mathieu presented the request by Charlton Middle School Team Chairperson Jennifer Desto for a one-year uncompensated leave of absence for the 2016-17 school year, under the terms of Article XV, Section J of the Agreement between the Dudley-Charlton Teachers' Association and the Dudley-Charlton Regional School District.

A motion by J. Pietrzak, seconded by S. Reed to approve the request by Mrs. Desto for a one-year uncompensated leave of absence for the 2016-2017 school year, was approved by unanimous vote.

- End of Year Expenditures

Mr. Mathieu said the District remains in a healthy financial situation as it relates to FY16 operations. Each school is planning to do some projects prior to June 30 in addition to the summer projects. Additionally, the district has made technology purchases that were included as part of the FY17 budget. To close out the books, Mr. Mathieu said he will be looking to ensure that E & D levels remain consistent to last year, and if at all possible lower the district's usage from School Choice and Circuit Breaker revolving funds in FY16 so that those funds may be used for future budgets, perhaps even the FY17 budget if we get bad news from the state budget conference committee.

- Security Cameras (vote requested)

Assistant Principal Michael Resener, Technology Director Dan D'Arcangelo and Mr. Mathieu have met with three firms on the state contract list to secure cameras. Given the solutions offered, Mr. Mathieu asked the committee to award the project to Valley Communications as their software offers the most robust features, and their pricing is the lowest at \$43,119.

The district has received a \$5,000 grant from the Massachusetts Interlocal Insurance Association (MIIA) for cameras and did purchase a couple cameras for Charlton Middle School and Shepherd Hill. The money has been freed up in the budget. The capital account, or field project, has \$1,467.91 remaining from original appropriations.

Mr. Mathieu asked the committee to authorize \$1,467.91 from the field project with the balance coming from parking lot fees (\$32,000 balance through June) or the general fund.

A motion by J. Pietrzak, seconded by R. Chalk to award the security camera project to Valley Communications, and to finance the project using the money as the finance director sees fit, was approved by unanimous vote.

Mrs. Kabala suggested using the left over field project monies and then the parking fees first.

D. Consideration to Add Physical Therapist Position – Vote Required

Mr. Desto recommended approval of a full-time physical therapist position, which had been included in Mrs. O'Brien's budget presentation and in Mr. Desto's initial budget presentation, but was inadvertently excluded in the list of new positions at the end of the budget cycle. Mr. Desto said the addition of this position is actually a \$20,000 savings for the district as presently the district contracts this service at \$90,000 per year.

A motion by S. Reed, seconded by R. Chalk to approve the hiring of a full-time physical therapist for the district, was approved by unanimous vote.

E. Consideration of District Policy: Non-district Student Participation in Extracurricular Activities - Discussion

As a follow up to discussion at the last meeting concerning participation in extracurricular activities by non-enrolled students, Mr. Desto provided a memo from Shepherd Hill Chorus Director and Shepherd Hill teacher Connie Galli. Mr. Desto provided an opinion from Michael Gilbert, a field director for the Massachusetts

Association of School Committees to support his recommendation that non-enrolled students not be allowed to participate in such activities as show choir or band, etc. Mr. Desto also provided a draft policy which is based on the district's current policy on athletics (JJIF).

Mr. Pietrzak agreed the committee should establish the policy as drafted.

Mrs. Kabala said non-enrolled students would miss the class work that is also part of being a member of the show choir and band. In addition, Shepherd Hill would have no control over the discipline.

Mrs. Antocci cited the liability issue, and agreed the committee should adopt the policy to make its stand clear and erase any questions about participation.

The policy will be presented at the next meeting for first reading.

F. Consideration of Request for Overnight Travel, Policy IJOA - Vote required

The Shepherd Hill Marching Band has requested permission to travel to East Rutherford, NJ to compete in the United Scholastic Band Association National Championship Friday, November 11-13, 2016. No school will be missed as Friday is Veterans' Day. This time, the group travels to defend its championship. Mr. Desto recommended the committee approve this request.

A motion by J. Pietrzak, seconded by R. Chalk to approve the request of the Shepherd Hill Marching Band for travel to New Jersey, November 11-13, 2016, to compete in the United Scholastic Band Association National Championship was approved by unanimous vote.

Additionally, Mrs. Pierangeli has received a request for the show choir to travel to Virginia for the Mid-Atlantic Choral Spectacular during February Vacation 2017. With the committee's approval, the show choir will leave on Friday February 17, necessitating one missed day of school. Citing the educational and cultural value of the trip for the students, Mr. Desto recommended approval.

A motion by S. Reed, seconded by J. Pietrzak to approve the request by the Shepherd Hill Show Choir to travel to Virginia during February 2017 school vacation, was approved by unanimous vote.

G. Consideration of Pay Increase for Audio-Visual Coordinator - Vote May Be Required

Audio-Visual Coordinator Richard Earle requested the committee's consideration for a rate increase of his stipend as audio-visual coordinator for FY 2017. Mr. Earle currently earns a stipend of \$6,400, which was increased in July 2012. In consideration of cost increases over the past four years, Mr. Desto recommended that the committee increase the stipend to \$7,000. Additionally, at the suggestion of Mrs. Kabala, this position has been added to the teachers' contract as it is an annually recurring stipend position that was already being funded.

The position has been vetted through the union.

A motion was made by C. Kabala, seconded by M. Antocci to approve the increase to the audio-visual coordinator stipend to \$7,000 with the position being included in the **Agreement Between the Dudley-**

Charlton Regional School District and the Dudley-Charlton Teachers' Association. Following discussion, Mrs. Antocci withdrew her second; Mrs. Kabala withdrawn her motion.

The committee agreed the position will not be included in the collective bargaining agreement to maintain flexibility.

A motion by R. Chalk, seconded by S. Reed to approve the increase of the audio-visual coordinator's stipend to \$7,000, was approved by a vote of 5-2. Voting in favor were Mrs. Aucoin, Mr. Chalk, Mrs. Kabala, Mr. Pietrzak, and Mrs. Reed. Mrs. Antocci and Mrs. Rabbitt were opposed.

Mrs. Rabbitt said she is concerned about including the stipend in the teacher agreement as these services are available through the town's cable commission at no charge. Mrs. Rabbitt said the Charlton cable office has a two-member team that records the meetings. Mrs. Rabbit said the increase to \$7,000 represents a 10% increase, which she said is far above those increases provided to other staff members.

Mrs. Kabala said it has been four years since the last increase to the audio-visual salary.

H. Evaluation of the Superintendent – Discussion

The committee has completed the task of individually evaluating the superintendent. Mrs. Aucoin will average the scores this evening to provide Mr. Desto with an overall rating.

Goal 1: District Leadership Team Goal (shared by entire administration)- Social, Emotional and Mental Wellness: All administrators will contribute to ensuring that our students are in the best possible position to learn by establishing school environments that are civil, respectful, inclusive of differences and emotionally supportive. *Score: Significant progress.*

Goal 2: District Office leadership Team Goal (shared by district office administrators) - Community Connection: The District Office Leadership Team will strengthen the district's connection with the communities of Dudley and Charlton through increased outreach and greater transparency. *Score: Significant progress.*

Goal 3: Budget: The superintendent will take significant steps to improve our longstanding budget limitations. *Score: Significant progress.*

Goal 4: Strategic Plan: the superintendent will continue to emphasize and refine the strategic direction of the district. *Score: Met expectations.*

Goal 5: Professional Development –The superintendent will complete Year 2 of the Massachusetts Association School Superintendents I Department of Elementary and Secondary Education New Superintendent Induction Program. *Score: Exceeded expectations.*

Step 2: Assess performance

Standard 1: Instructional Leadership: Proficient

Standard 2: Management and Operations: Proficient

Standard 3: Family and Community Engagement: Proficient

Standard 4: Professional Culture: Proficient

Step 3: Overall summative performance: Proficient.
Impact on student learning: High

Committee members read from their individual evaluations, commending Mr. Desto for his leadership qualities, handling conflicts and crises, and putting students and staff first in all decisions.

X. Next Meeting Dates

School Committee Meetings: Wednesday, July 13, 2016, Shepherd Hill Regional High School, 7 p.m.;
Wednesday, August 10, 2016, Charlton Middle School, 7 p.m.
Budget and Finance Subcommittee: TBA

XI. Future Agenda Items – Policy JJIB-A, Extra Curricular Participation; Budget 17, July, establish a meeting calendar for the year, especially with the one meeting per month for budget. District resource manual for job descriptions and stipends; Data Specialist/Central Registrar position; follow up on superintendent evaluation workshop by establishing the superintendent’s goals over the summer and monitoring them throughout the year; School Choice guidelines.

XII. Executive Session – “...to discuss strategy with respect to collective bargaining or litigation.”
Mrs. Aucoin entertained a motion to enter executive session “...to discuss strategy with respect to collective bargaining or litigation,” and this was approved by unanimous roll call vote at 9:07 p.m.

The committee returned to open session at 10:08 p.m.

Mrs. Rabbitt had left the executive session at 9:26 p.m.

The committee must vote on administrator contracts that are expiring June 30, 2016.

A motion by C. Kabala, seconded by S. Reed to renew the three-year contract and increase the salary for Heritage School Principal Kathleen E. Pastore by \$2,000 for a salary of \$108,088, and to increase the professional development reimbursement to \$1,000, was approved by unanimous vote.

A motion by R. Chalk, seconded by J. Pietrzak to offer Administrator of Special Needs Jody A. O'Brien, a one-year contract with a salary increase of \$2,000 and to increase the professional development reimbursement to \$1,000, was approved by unanimous vote.

A motion by C. Kabala, seconded by R. Chalk to renew the employment contract of Richard J. Mathieu, Director of Finance and Operations, with a salary increase of \$3,500, for a total salary of \$115,000, and to increase the professional development reimbursement to \$1,000, was approved by unanimous vote.

The committee expressed its appreciation to Mr. Mathieu for all the hard work he has done with the budget.

A motion by C. Kabala, seconded by S. Reed to renew the employment contract of Gregg J. Desto, Superintendent of Schools, with a salary increase of \$5,500 for a total salary of \$150,000, was approved by unanimous vote.

The committee thanked Mr. Desto for all of his hard work, saying the increase is based on his well-deserved, excellent evaluation.

XIII. Adjourn

A motion by J. Pietrzak, seconded by S. Reed to adjourn the meeting was approved by unanimous vote at 10:11 p.m.

Items used for this meeting were:

Agenda for June 21, 2016	Superintendent's Report of Friday, June 17, 2016	Minutes of the School Committee meeting of Thursday, June 9, 2016	Minutes of the Executive Session of Thursday, June 9, 2016
School Improvement Plans Mason Road School, Dudley Elementary School, Dudley Middle School, Charlton Elementary School, Heritage School, Charlton Middle School, Shepherd Hill Regional High School	Finance Director's Report	Innovative Students of the Month	Overnight Travel Requests: Shepherd Hill Band and Show Choir
Participation in Extra-Curricular Activities memos	R. Earle Request	Request for Physical Therapist	Special Education Action Plan

Respectfully submitted by Sandra, Sullivan, recording secretary.