

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Minutes of the meeting of the Dudley-Charlton Regional School Committee Policy Review Subcommittee, of Monday, December 10, 2018, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 11 a.m.

In attendance were Mary N. Antocci, Chair, Elaine M. Rabbitt, at 11:28 p.m.; Kristine E. Nash, Ed.D., Interim Superintendent of Schools; Sandra Sullivan, recording secretary.

1. Call to Order

The chair called the meeting to order at 11:15 a.m.

Dr. Nash and Mrs. Antocci began looking at the list of policies recommended for updating per the Massachusetts Association of School Committees. The question is whether to continue to follow the review schedule as drafted in September, or to pursue only those recommended by MASC.

Dr. Nash noted she will ask District Registrar Anne Marie LaFond to join the meeting when Mrs. Rabbitt arrives to discuss the residency policy, JF.

2. Approval of Minutes, Meeting of October 22, 2018

Mrs. Rabbitt's motion to approve the minutes of the meeting of Monday, October 22, 2018, was approved.

3. Communications

4. Substitute Teachers Policy GCG

Discussion began with this policy in the hopes that a draft can be prepared and sent to the school committee in January. Mrs. Antocci reviewed data provided by Mr. Mathieu regarding the proposed increases to substitute rates. Mrs. Antocci said the data showed the financial impact is minimal, with no significant difference. Mrs. Antocci said for that limited investment the district will be able to attract the types of substitutes we are looking for.

Mrs. Antocci learned at an MASC session that the rates should be kept out of the policy, but maintained in a readily accessible format in the district office.

As part of the acceptance of the policy, the school committee will be asked to approve the rates separately.

The policy would be effective in FY 2020.

Dr. Nash reported that District Nurse Coordinator Marilyn Gerrard has asked the school committee to review the substitute rate for nurses. This is predicated on the need for a long term sub at one of the schools due to the full time nurse's illness. The rate was increased by the school committee in 2007 to \$135.

5. Policy Updates Required by Law/MASC Policy Updates

6. Policy Review Continuation

Dr. Nash asked the subcommittee to consider Policy JF: Residency, as the district registrar is experiencing an increase in residency issues that are not addressed by the policy. The subcommittee addressed language for families who reside with relatives or others and who do not pay rent, nor do they have the necessary documents to confirm in-district residency.

Mrs. LaFond arrived at 12:27 p.m.

Mrs. LaFond reported the following enrollments under the scenario described above:

28	Charlton Elementary School
19	Heritage School
13	Mason Road School
4	Dudley Middle School
8	Shepherd Hill
7	Dudley Elementary School
<u>13</u>	<u>Charlton Middle School</u>
82	

Mrs. LaFond created a landlord affidavit form for parents to provide as the statement that they are not renting. There has been no follow up with these families once they are enrolled.

Mrs. Rabbitt said the district does not wish to penalize those who are honestly staying with another family, and wants to do what is in the best interest of the child vs cost to the district.

Mrs. Rabbitt asked to determine with district counsel what the district could recoup if it took civil action against families who have fraudulently entered the district.

The subcommittee asked how district moves forward with the enrollment process, specifically, what can and cannot be done to make it difficult to enroll, and what can be done to verify those who do enroll under these circumstances.

Mrs. Rabbitt said it is important that enrollment date be updated and accurate by October 1, as this is our foundation enrollment number, and there are consequences.

The subcommittee decided to add a requirement that the person providing housing for such families must appear with the applicant at the time of registration. The subcommittee discussed other changes to the registration process to make it consistent among the schools.

Mrs. Antocci said the district registrar must be given authority and all schools told they must comply with the registrar's authority. The subcommittee agreed the registrar should also have the authority to follow up on residency checks.

Mrs. Rabbitt said the completion of the process through the central registrar will be the acknowledgement that the student is ready for enrollment.

The form will state the student is not allowed to attend school until the principal or school secretary calls with a date. This is a procedural matter. There will be an internal memo written to accompany the registration packet.

The subcommittee will ask district counsel to review the adult affidavit which is pages 6 and 7 of the policy.

Foster children will be verified through DCF.

The district also experiences parents giving custody of their children solely for the purpose of their attending school. Dr. Nash said this violates the law.

The subcommittee agreed to add a notation of Massachusetts General Law to page 2 of the residency policy, as well as a box to indicate the applicant understands the points outlined before signature.

Mrs. Antocci expressed concern that we are not following up on enrollments. She said all need to be made aware that they can be asked for follow up information in any of these forms:

1. Record of recent mortgage payment and/or property tax bill.
2. Copy of lease and record of recent rental payment
3. Shared Housing Affidavit (Col. A, signed affidavit. for Col. B, mail received at this address last 60 days, (credit card, bank statement, health insurance, medical bill, letter from approved government agency received within past 60 days, and for Col. C, property owner must appear in person evidence of identification/photo ID as listed.)
4. Section 8 agreement

Mrs. LaFond will draft a new residency form based on samples acquired from Broward County, Florida, and Boston

Dr. Nash will reword the policy.

Dr. Nash and Mrs. LaFond left the meeting at 2:59 p.m.

7. New Business

8. Full School Committee Updates

9. Future Agenda Items

The subcommittee set the next meeting as Tuesday, January 15, at 10 a.m.

10. Adjourn

The meeting adjourned at 3:03 p.m.