

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee

Wednesday, September 27, 2023, at **6:30 PM**

Charlton Middle School

2 Oxford Road

Charlton, MA 01507

Please see start time is 6:30 PM

Minutes

I. Call Meeting to Order – 6:30 PM

Chair Carmignani, Co-Chair Costello, Ms. Szela, Ms. Dell'Ovo and Ms. Chickering were in attendance. Mrs. Nicole Enberg and Mrs. Caitlynn Panczyk were absent for tonight's meeting.

II. Pledge of Allegiance

III. Moment of Silence

A moment of silence was observed in honor of Carolyn Faille, a long-time administrative assistant with the Dudley-Charlton Regional School District who passed away on September 19, 2023.

IV. *Mr. Frank Serreti – Powers and Sullivan – Annual Fiscal Audit*

Mr. Frank Serreti and Ms. Elizabeth Murphy joined the Committee to discuss the Annual Fiscal Audit. Mr. Serreti speaks on the difficulties and positives of the DCRSD audit. He states that the last few years have been difficult in receiving the information on time due to the lack of support the District Office faces and stresses the importance and need of additional help. However, even with the difficulties, there were no disagreements with management and no proposed audit adjustments that needed to be made. The audit showed increases in operation expenditures, but revenues came in over budget with the help of charter school and Medicaid reimbursements. The overall financial performance indicates that there is a sound budget process and effective budgetary controls in place.

V. Consent Agenda Items

- a. Approval of the Warrant (Voucher #1012)
- b. Approval of Minutes Regular Meeting – August 21 and September 13, 2023

The minutes of the August 21, 2023, meeting have been tabled. The September 13, 2023 minutes will need to be updated to reflect the absence of Jaime Dell'Ovo.

A motion by K. Szela, second by M. Chickering to approve the consent agenda items, with changes, was passed unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo – Yes

K. Szela - Yes

VI. Communications

The Charlton all-boards meeting is November 7, 2023, at 6:30 pm. It will be held at the Charlton Senior Center.

VII. Student Representative Report – Sophia Poplawski

The first day of school for grades 1-12 was August 29, 2023, with Pre-K and Kindergarten starting on September 5, 2023.

The first Shepherd Hill home football game was held on September 22, 2023 and ended with a win for SHRHS.

Extracurricular clubs and organizations have started meeting for the school year and all fall sports have officially started.

VIII. Superintendent's Report

Starting last year, the District completed Active Shooter and Preparedness training, commonly referred to as ALICE (Alert, Lockdown, Inform, Counter and Evacuate). All new 2023-2024 staff received the initial training on September 22, 2023, and a refresher course will be held on October 26, 2023, and November 16, 2023, for those who completed the course last year. The District is committed to three active shooter drills per school year.

Shepherd Hill Regional High School has been awarded an Innovation Pathways Implementation and Support Grant of \$50,000.

The Dudley PTO has a number of upcoming fundraisers and events:

October 1-27 – Pro-Automotive Middle School Holiday Card Contest

October 1-27 – Sturbridge Coffee Roasters fundraiser

October 15 – Fall Festival at Crawford Field in Dudley (Rain date is October 22)

The Charlton PTO is also working hard on their lineup and all information can be found on its webpage: <https://www.facebook.com/charltonpto/>

DCRSD continues to have a real need for paraprofessionals. There are also openings for a full-time Middle School Spanish teacher, a High school special education teacher, and a 4th-grade special education teacher. The District is also trying to build a substitute nurse pool, as the daily need for this position in the schools is critical.

IX. Public Comment

Molly Costello and Alexis Lemay spoke on backpack and dress code requirements for the Middle School.

X. New Business

A. Report of the Dir. of Finance and Operations - Dir. Mathieu

a. Dudley-Charlton RSD Treasurer Appointment

Mrs. Carol Baron is retiring from the DCRSD Treasurer position and Mr. Mathieu asks the committee to appoint Ms. Catherine 'Camie' Lamica into the position with an effective start date of October 1, 2023.

A motion by M. Chickering, second by K. Szela to appoint Ms. Camie Lamica to the DCRSD Treasurer position was passed unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo – Yes

K. Szela - Yes

B. CMS/DMS Handbook Change – Principal Monette

Principal Stacy Monette and Principal Gene Rich join the School Committee to request changes be made to their Middle School handbooks, specifically removing Spanish as a core course due to the fact not all students enroll in Spanish. It is requested that Spanish be moved to the Unified Arts grouping and is graded and assessed as such.

A motion by J. Dell'Ovo, second by K. Szela to approve the CMS/DMS Handbook changes was passed unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo – Yes

K. Szela - Yes

C. CMS/DMS Request for Out-of-State Overnight Trip, (Washington D.C.) – Principal Monette

Principal Monette requests approval from the School Committee for a trip for Middle School students to visit Washington D.C.

Principal Monette has made this trip before with previous schools and speaks on the benefits of such an experience.

A motion by J. Costello, second by M. Chickering to approve the Request for an out-of-state overnight trip to Washington D.C. for CMS/DMS was approved unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo – Yes

K. Szela - Yes

D. Update – Teaching and Learning - Acting Assistant Superintendent/Principal True

i. HQIM (High Quality Instructional Materials)

Acting Assistant Superintendent/Principal True shares a Powerpoint update on HQIM, specifically HMH Into Math and Open SciEd. She also shares information on a grant recently submitted to the MA Department of Education for a 50% math to purchase new instruction materials for our Middle School English Language Arts Program.

ii. 2023-2024 Professional Development

Acting Assistant Superintendent/Principal True discussed a new, adaptive program, called Freckle that allows students to practice language arts and math skills based on an assessment or teacher assignment and speaks on upcoming PD opportunities in October.

E. Request for additional staff – paraprofessional – Director Harriman

Director Heather Harriman requests for the School Committee to approve the hiring of additional paraprofessional staff to cover the needs of the District at this time.

A motion by J. Costello, second by M. Chickering to approve the hiring of additional paraprofessional staff was approved unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell’Ovo – Yes

K. Szela – Yes

F. 2023-2024 School Committee Goals

The School Committee further discusses and breaks down the new goals for the 2023-2024 School Year to include Enhancing Education Excellence, Stakeholder Engagement, and Fiscal Transparency, and to Enhance Community Outreach and Stakeholder Engagement. Each goal was given smaller objectives to help guide the committee toward reaching said goals.

G. 2023-2024 Superintendent Goals

The Superintendent shares his goals for the 2023-2024 School Year to include Curriculum, Planning and Assessment, Teaching All Students, Family and Community Engagement, and Professional Culture.

A motion by M. Chickering, second by J. Dell’Ovo to approve the goals was passed unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell’Ovo – Yes

K. Szela - Yes

XI. Adjourn

A motion by M. Chickering, second by J. Dell’Ovo to adjourn the meeting at 8:41 pm was passed unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell’Ovo – Yes

K. Szela - Yes

The items listed, which may be discussed at the meeting, are those reasonably anticipated by the chair. Not all items listed may, in-fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law. The School Committee may vote on all items listed on this agenda.

2022-2023 School Committee Goals

Budget and Finance

DCRSD will work with all stakeholders to establish a FY24 budget that maintains the integrity of existing programs, seeks input on priorities of staff, students, and community members during the budgeting process, communicates transparency in process and expenditures, and provides our students with a comprehensive educational experience.

Shepherd Hill Building Project

By the conclusion of the 2022-2023 school year, the DCRSD will engage the families and community members in the Towns of Dudley and Charlton to prepare both communities for entry into the Massachusetts School Building Authority's Feasibility Grant Program for the Shepherd Hill Regional High School.

Communication

During the 2022-2023 school year, DCRSD will increase outreach to our communities through strengthening our working relationships with local boards and increased presence at school/community events. We will continue to provide opportunities for all stakeholders to understand resources available to our students and families within the district as well as any major initiatives within the District.

Next Meeting Dates

School Committee Meeting: Wednesday, October 11, 2023, 7:00 PM Shepherd Hill RHS

Budget and Finance Subcommittee: TBD – Video Conference (*R. Mathieu*)

Policy Review Subcommittee: Thursday, October 5, 2023 – 9:00 AM via Video Conference (*S. Lamarche*)

Curriculum Subcommittee for Teaching and Learning: TBD – Video Conference (*K. True*)

Capital Outlay/Safety Subcommittee: TBD – Video Conference (*R. Mathieu*)

Future Agenda Items: Update from the Athletic Director (October), School Showcase (October), Review DCRSD Fees (October), Fiscal Year 2025 Budget Workshop (October), Middle School Roof Projects (October), School Councils (November), Subcommittee updates (ongoing), Capital Planning Update (December)

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VIII. Superintendent's Report

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B. CMS/DMS Handbook Change – Principal Monette

C. CMS/DMS Request for Out of State Overnight Trip, (Washington D.C.) – Principal Monette

D. Update – Teaching and Learning - Acting Assistant Superintendent/Principal True

i. HQIM (High Quality Instructional Materials)

ii. 2023-2024 Professional Development

E. Request for additional staff – paraprofessional – Director Harriman

F. 2023-2024 School Committee Goals

G. 2023-2024 Superintendent Goals

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“...to advance the knowledge and well-being of our children and our community.”

2022-2023 School Committee Goals

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Carolyn Faille

Carolyn Faille, 96, formerly of Hall Rd. Dudley and Christopher Heights in Webster died Tuesday, September 19, 2023 at Webster Manor. Carolyn was born December 12, 1926 in Greenwich, NY. She is the daughter of the late Wentworth and the late Mildred (Bryant) Doolittle. She was predeceased by her husband of 45 years Robert Faille in 2005.

She is survived by three sons: Rob Faille his wife Ann of Dudley, MA, Daniel Pappas Jr. his wife Amy of VA and Barry Pappas of Corning NY 7 grandchildren Nicole Forbes and her husband Michael, Samantha Locwin and her husband Eric. and Tyler Faille. Heather Florence and her husband Brett, Brandy Freitas and her husband Luiz, Amanda and Maxwell

A nephew Michael Faille and his wife Sue. Predeceased by her daughter-in-law, Hillary Pappas.

Carolyn Graduated from North High School in Worcester raised in Worcester. Graduated from Clark University with a BS in Geography.

She was employed by Dudley- Charlton School District as a Administrative Assistant.

Carolyn Faille was a member of First Congregational Church Of Dudley and a member of the L.B.S, Donations maybe made to the Ladies Benevolent Society in care of the church at 135 Center Rd., Dudley, MA 01571.

Private services at Bartel Funeral Home & Chapel, 33 Schofield Ave., Dudley, MA Burial will be in Woodlawn Cemetery, Princeton .www.bartelfuneralhome.com

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DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

School Committee

Superintendent's Report

09.27.2023



I write to share with you our continued commitment to student and staff safety throughout the school year. Starting last year, our district completed Active Shooter and Preparedness training commonly referred to as ALICE which is an acronym that represents Alert, Lockdown, Inform, Counter and Evacuate. All new 2023-2024 staff received the initial training this past Friday, September 22 on the early release day. All DCRSD staff PreK-4 will receive their annual ALICE refresher training October 26, 2023 and all 5-12+ staff will receive their annual ALICE refresher training November 16, 2023.

As a district we are committed to three Active Shooter drills per school year with our local first responders. The first drills are occurring this week and next. Elementary school principals will inform staff and families when a drill will occur. Secondary principals, on the first drill of the school year, will provide staff a target date. Subsequent drills at the secondary level will not be accompanied with said communication to staff.

As always, if you have a question or seek more information regarding these important drills, please contact your child's principal.

I am pleased to share that we received a letter dated September 18, 2023 from Massachusetts Governor Laura Healy and Lt. Governor Kimberly Driscoll that Shepherd Hill Regional High School has been awarded an Innovation Pathways Implementation and Support Grant of \$50,000. SHRHS Pathways instructors and the building leadership team continue this impressive work and I would suggest a presentation to the School Committee at a future meeting.

The Dudley PTO continues their mission to support the Dudley Schools with their upcoming October fundraisers and events. Their next meeting is Tuesday, October 3 at 6:30 PM at DES.

October 1-27th: Pro Automotive Middle School Holiday Card Contest

October 1-27th: Sturbridge Coffee Roasters fundraiser- flyer orders only (no online sales)

October 15th: Fall Festival 11:30-2:30 Crawford Field in Dudley. Rain date October 22nd.

To learn more about Dudley PTO please go to their website at: <https://dudleymapto.digitalpto.com/>

The Charlton PTO is well on their way this year and you can find more information and happenings on their Facebook page at: <https://www.facebook.com/charltonpto/> I look forward to sharing more in a future report to the committee.

As reported during the first weeks of school, our school principals have done an excellent job filling in positions so that our students experience the opportunities expected of our families. We are down to a few positions that include a fulltime middle school Spanish teacher, a permanent high school special education teacher and a fulltime 4th grade special education teacher.

We continue to have a real need of paraprofessionals across our district.

- These full-time roles are benefit eligible
- An hourly rate from \$17.88 - \$24.99 based on experience and education
- Additional stipends available depending on an assigned position

As always, we continually look to build a substitute nurse pool as the daily need for this position in our schools is critical. As a District, credential, substitute school nurses earn \$220 per day.

We post open positions, to include the aforementioned on our [website](#) through SchoolSpring.

If you are interested in a listed or posted position in our District, please feel free to contact a school Principal or Special Education Coordinator to inquire.

Shepherd Hill RHS (9-12+) 508.943.6700
Principal Darren Elwell
Special Education Coordinator Stacy Prosko

Charlton Middle School (5-8) 508.248.1423
Principal Dr. Stacy Monette
Special Education Coordinator Kerrie Flynn

Dudley Middle School (5-8) 508.943.2222
Principal Eugene Rich
Special Education Coordinator Lisa Petrell-Delude

Dudley Elementary School (2-4) 508.943.3351
Principal Kelly True
Special Education Coordinators Kerrie Flynn and Tammy Martin-Allison

Heritage Elementary School (2-4) 508.248.4884
Principal Peter Olson
Special Education Coordinator Tammy Martin-Allison

Charlton Elementary School (PreK-1) 508.248.7774
Principal Laura Ramos
Special Education Coordinator Andrea Ostrosky

Mason Road Elementary School (Prek-1) 508.943.4312
Principal Jen Desto
Special Education Coordinators Andrea Ostrosky and Principal Jen Desto

As a reminder, these are the School Committee fiscal year 2024 budget priorities.

1. Maintain existing staff size and programs without reductions

- o Maintain foreign language programs at the middle schools
- o Restore 0.5 FTE librarian at each middle schools
- o Maintain average class size of 22 for Grades K-8
- o Update District website utilizing internal resources
- o Retain kindergarten aides
- o Add accounting/data specialist
- o Explore full day pre-k programs

2. Continue to look for innovative ideas for cost savings without impact to programs

- o Explore in-district specialized transportation rather than contracted service model
- o Explore regionalization of middle schools by grade level to see if there are potential budgetary savings

3. Work with the communities of Dudley and Charlton to find recurring revenues to support annual sustainable budget increases for the District while providing support for prudent fiscal planning

- o Reduce annual usage of Excess and Deficiency support to \$500,000 per year, and increase contingency line item so that budget matches usage.
- o Reduce reliance on School Choice by 20% (\$180,000)
- o Eliminate the use of Transportation Revolving Fund support or reach understanding with both communities that this is an amount which will vary year to year and should be viewed as an additional reduction to the assessment, rather than a fixed/promised budgetary offset.

Respectfully Submitted By:

Steven M. Lamarche
Superintendent

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

TO: School Committee Members
FROM: Richard J. Mathieu, Director of Finance and Operations
CC: Steven Lamarche, Superintendent
DATE: September 21, 2023
SUBJECT: Finance Director Update – September 27, 2023

FY22 Audit

Mr. Frank Serreti of Powers and Sullivan will be at the meeting to review the FY22 audit.

District Treasurer

After many years of service to the Dudley-Charlton Regional School District, Mrs. Carol Baron is officially retiring. She has been a great asset to the District, and will be missed.

After advertising for the position, reviewing all resumes submitted, and two rounds of interviews, the District is pleased to bring forward Ms. Camie Lamica as our recommendation for appointment by School Committee to be the next District Treasurer. Ms. Lamica is a Certified Public Accountant (CPA) has worked as an auditor with Melanson and Heath (now known as Marcum). After that portion of her career, Ms. Lamica became a school business official and worked in both regional and town school departments including West Springfield Public Schools, Ludlow Public Schools, Minuteman Regional Vocational School, Berlin Boylston Regional School District, Quaboag Regional and Northampton Public Schools. Since retiring in 2020, Ms. Lamica has served as District Treasurer for Ashburnham Westminister Regional School District and the Southern Berkshire Regional School District, as well as working with the Department of Elementary and Secondary Education as a fiscal oversight agent.

Ms. Lamica will be a great addition to the finance team for Dudley-Charlton, and is poised to start immediately. I ask that School Committee appoint Ms. Lamica to the position of District Treasurer with an effective start date of October 1, 2023.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Steven M. Lamarche
Superintendent of Schools

MaryEllen Cerbone
Director of Human Resources



68 Dudley-Oxford Road
Dudley, Massachusetts 01571
508-943-6888
508-943-1077 - fax
www.dcrsd.org

Heather Harriman
Director, Pupil Personnel Services

Richard J. Mathieu
Director of Finance and Operations

September 27, 2023

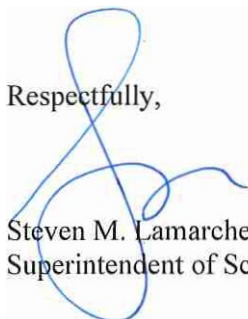
TO: The Dudley-Charlton Regional School Committee

RE: Update for consideration of Middle School/Student Handbook updates

-
- Middle School Handbooks -DMS and CMS – change is highlighted

<u>Current</u>	<u>Proposed</u>	<u>Rationale</u>
Grading (pg. 14) Grades in core courses (English/Language Arts, Math, Social Studies, and Spanish) are registered in numeric form.	Remove Spanish from core courses	Not all students enroll in the Spanish Course. It is an elective.
Grading (pg. 14) Unified Arts classes (physical education, health, computer, STEM, art, and music) and Reading/ literacy are graded using the following designations: • Pass with Excellence (PE) • Pass (P) • Needs Improvement (NI) • Fail (F)	Add Spanish to this grouping	All Unified Arts classes would be assessed using the same designations.

I respectfully request that the School Committee move to approve the changes to the CMS and DMS Student Handbook as presented.

Respectfully,

Steven M. Lamarche
Superintendent of Schools



District Office, DCRSD <districtoffice@dcrsd.org>

Request #326 for your review

1 message

Form Approvals <districtoffice@dcrsd.org>

Mon, Sep 25, 2023 at 1:30 PM

To: districtoffice@dcrsd.org

REQUEST #326 | RECIPIENTS: 3 of 6 | SEP 25, 2023

Field Trip/Event Form - Day Trips (In or Out of State)

You have been requested to review the following:

Requestor:	smonette@dcrsd.org
School:	CMS
Lead teacher requesting:	Stacy Monette
Grade/group:	8th grade
Field trip/event title:	Grade 8 Washington, DC Trip
Address/destination of field trip/event:	Washington, D.C.
Location contact/telephone number:	508-248-1423
As a result of selecting this field-based curriculum experience or event, how will your students benefit and what will your students know and be able to do as a result?:	Students will experience the nation's capitol.
What are your student followup activities or lessons?:	8th grade history classes
Field trip/event date:	Mar 25, 2024
Departure time:	5:30 AM
Return time:	11:00 PM
Number of students:	100

Number of chaperones/adults:	10
List the names of all chaperones/adults attending:	TBD
Are substitutes required?:	Yes
Number of substitutes required:	6
Do all chaperones have an up-to-date CORI completed by the DCRSD?:	Yes
Two weeks prior to the event/field-trip, the Special Education Coordinator must receive a list of attending students. The Special Education Coordinator will review the needs of students with disabilities and identify accommodations or supports that may be needed to ensure each student can access and participate in the planned activities.:	Understood
Did your school nurse review a preliminary list of attending students?:	Yes
You are required to present your school nurse with a complete list of attendees two weeks prior to departure.:	Understood
Funding Source:	No funding required
Total cost of the field-trip/event including transportation:	1048
Per student cost:	1048
Additional information:	n/a

Approval history

In progress

Approved by smonette@dcrsd.org

Approved by slamarche@dcrsd.org

Copy Sent to districtoffice@dcrsd.org

Copy Sent to eglenn@dcrsd.org

Copy Sent to aclarke@dcrsd.org

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is

districtoffice@dcrsd.org

Trip Details for CHARLTON MS DC 2024

Travel Dates: March 25th-28th, 2024

Destination: Washington DC

Package Pricing

	Trip Price Per Person	Trip Cxl Ins Price*
Quad (4 people / 2 beds)	\$1,048.00	\$160

*Optional Trip Cancellation Insurance. The plan cost includes the plan premium and a fee for non-insurance assistance services. Please see [important disclosures](#).

Trip Terms & Conditions

Group Payment Due Dates

An initial non-refundable deposit of \$219.00 per person is required when you sign up. You must sign up and register by 10/5/23.

Additional non-refundable payment of \$209.00 due no later than 11/5/23.

Additional non-refundable payment of \$209.00 due no later than 12/5/23.

Additional non-refundable payment of \$209.00 due no later than 1/5/24.

Total balance is due no later than 2/5/24.

There will be a **\$25 late charge** for any payments not made on time. There will also be a **\$25 returned item charge** for any returned checks or denied e-check payments. If payments are not received on dates due, your reservation may be cancelled. If cancelled, there will be a **\$50 fee to reinstate** the reservation if space is still available.

Package Includes & Itinerary

Package Includes:

- Bus transportation throughout your tour
- Professional tour manager with your group throughout the tour
- Three nights Hotel Accommodations in the Washington DC Area

- 3 Breakfasts
- 3 Lunches
- 4 Dinners

- Visit to the Smithsonian Museums of your choice that is not ticketed
- Dedicated nightly security guard at the hotel for your group
- Admission to Mt. Vernon - the home of George Washington
- Professional Group Photo in front of the Capitol Building
- Walk by the Supreme Court
- Visit to the Library of Congress
- Tour at the Capitol Building
- Photo stop outside the White House
- Tour of the memorials including the World War II, Vietnam War Memorial, Lincoln Memorial and the Korean War Memorial
- Visit to the Einstein Memorial
- Tour at Arlington National Cemetery
- Wreath Laying Ceremony at Arlington National Cemetery (if available)
- Visit to the Iwo Jima Memorial
- Visit to the Holocaust Museum (subject to availability)
- Visit Smithsonian National Museum of African American History and Culture (subject to reservation confirmation)
- Visit to the Memorials including the FDR, Jefferson and Martin Luther King Jr Memorials
- Visit to Ford's Theatre and the Petersen House
- Visit to the National Air & Space Museum
- Gratuities for the tour manager
- Gratuities for the bus driver

Proposed Itinerary: (subject to change)

Monday, March 25, 2024

Your luxury motor coach equipped with lavatory and video will pick you up for your trip. You'll stop for lunch en-route (not included)

You will meet your tour manager.

You'll have free time to explore the Smithsonian Museums of your choice such as the National Museum of the American Indian, the Museum of Natural History, the Museum of American History and the American Art Museum.

You'll begin your drive to the next stop.

You'll enjoy a buffet dinner at Nando's (if available).

You'll begin your drive to the Hotel

You'll arrive at your hotel and check in.

Uniformed security guard will be at the hotel to monitor the hallways during the night.

Tuesday, March 26

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You will visit the estate and gardens of our first president, George Washington. You will have time to see a film at the visitor center, tour his home and explore the grounds.

You will receive \$20 per person for lunch.

You'll begin your drive to the next stop.

You will walk by the Supreme Court.

You will enter one of the most magnificent buildings in Washington as you visit the Library of Congress on Capitol Hill. You will have some time to admire the architecture and peek into the main reading room.

You will visit the Capitol Building where you will see the visitors center and exhibits about the legislative branch of our government. You will then see a short film about the Capitol before taking a guided tour into the rotunda.

You will meet in front of the Capitol Building for a professional group photo. A copy of the photo will be given to each person on the trip.

The White House is the official residence and workplace of the President of the United States and it was first occupied by John Adams in 1800. You will have a chance to see the North Front of the White House from Lafayette Park where you can take photos and enjoy the view.

You'll begin your drive to the next stop.

You'll have dinner at the Hard Rock Cafe (if available).

You will take a guided tour of the Memorials including visits to the World War II Memorial, Vietnam War Memorial, Lincoln Memorial and the Korean War Memorial.

You'll see the Einstein Memorial.

You will return to your hotel for the evening.

Wednesday, March 27

You'll have breakfast.

You'll depart the hotel.

You will visit Arlington National Cemetery where you will take a tour and see the Tomb of the Unknown Soldier, the Changing of the Guard Ceremony, the Challenger Memorial and the Kennedy Grave Sites.

During your visit to Arlington, you'll participate in a wreath laying ceremony (if available).

You'll see the Iwo Jima Memorial.

You'll begin your drive to the next stop.

You will visit the United States Holocaust Memorial Museum. This is America's national institution for the documentation, study and interpretation of Holocaust History and it serves as our country's

memorial to the millions murdered during the Holocaust. Reservations will be requested for your visit. If they are not confirmed you may either wait on line for tickets on morning of your visit or you may see the Daniel's Story exhibit which does not require reservations or tickets.

You'll begin your drive to the next stop.

You'll visit the National Museum of African American History and Culture, a place of meaning, of memory, of reflection, of laughter, and of hope with its artifacts and archival documents.

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Itinerary & Pricing:

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Travel Documents Required:

Travel within the United States:

If traveling by bus or rail, no documents are required. Individuals over the age of 18 must have valid government issued photo id for air travel. Individuals under the age of 18 are not required to present id for air travel within the U.S.



District Office, DCRSD <districtoffice@dcrsd.org>

Request #327 for your review

1 message

Form Approvals <districtoffice@dcrsd.org>

Tue, Sep 26, 2023 at 12:48 PM

To: districtoffice@dcrsd.org

REQUEST #327 | RECIPIENTS: 3 of 6 | SEP 26, 2023

Field Trip/Event Form - Day Trips (In or Out of State)

You have been requested to review the following:

Requestor:	erich@dcrsd.org
School:	DMS
Lead teacher requesting:	Eugene Rich
Grade/group:	8th grade
Field trip/event title:	Grade 8 Washington, D.C.
Address/destination of field trip/event:	Washington, D.C.
Location contact/telephone number:	508-943-2224
As a result of selecting this field-based curriculum experience or event, how will your students benefit and what will your students know and be able to do as a result?:	Students will experience the nation's capitol.
What are your student followup activities or lessons?:	8th grade history classes
Field trip/event date:	Mar 25, 2024
Departure time:	5:30 AM
Return time:	11:00 PM
Number of students:	100

Number of chaperones/adults:	10
List the names of all chaperones/adults attending:	TBD
Are substitutes required?:	Yes
Number of substitutes required:	6
Do all chaperones have an up-to-date CORI completed by the DCRSD?:	Yes
Two weeks prior to the event/field-trip, the Special Education Coordinator must receive a list of attending students. The Special Education Coordinator will review the needs of students with disabilities and identify accommodations or supports that may be needed to ensure each student can access and participate in the planned activities.:	Understood
Did your school nurse review a preliminary list of attending students?:	Yes
You are required to present your school nurse with a complete list of attendees two weeks prior to departure.:	Understood
Funding Source:	No funding required
Total cost of the field-trip/event including transportation:	1069
Per student cost:	1069
Additional information:	n/a

Approval history

In progress

Approved by erich@dcrsd.org

Approved by slamarche@dcrsd.org

Copy Sent to districtoffice@dcrsd.org

Copy Sent to eglenn@dcrsd.org

Copy Sent to aclarke@dcrsd.org

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is

districtoffice@dcrsd.org

Trip Details for DUDLEY MS DC 2024

Travel Dates: March 25th-28th, 2024

Destination: Washington DC

Package Pricing

	Trip Price Per Person	Trip Cxl Ins Price*
Quad (4 people / 2 beds)	\$1,069.00	\$160

*Optional Trip Cancellation Insurance. The plan cost includes the plan premium and a fee for non-insurance assistance services. Please see [important disclosures](#).

Trip Terms & Conditions

Group Payment Due Dates

An initial non-refundable deposit of \$229.00 per person is required when you sign up. You must sign up and register by 10/6/23.

Additional non-refundable payment of \$219.00 due no later than 11/6/23.

Additional non-refundable payment of \$219.00 due no later than 12/6/23.

Additional non-refundable payment of \$219.00 due no later than 1/6/24.

Total balance is due no later than 2/6/24.

There will be a **\$25 late charge** for any payments not made on time. There will also be a **\$25 returned item charge** for any returned checks or denied e-check payments. If payments are not received on dates due, your reservation may be cancelled. If cancelled, there will be a **\$50 fee to reinstate** the reservation if space is still available.

Package Includes & Itinerary

Package Includes:

- Bus transportation throughout your tour
- Professional tour manager with your group throughout the tour
- Three nights Hotel Accommodations in the Washington DC Area

- 3 Breakfasts
- 3 Lunches
- 4 Dinners

- Admission to Mt Vernon - Home of our George Washington
- Visit to the National Air & Space Museum
- Visits to the Smithsonian Museum of your choice that is not ticketed
- Professional Group Photo in front of the Capitol Building
- Walk by the Supreme Court
- Visit to the Library of Congress
- Tour at the Capitol Building
- Photo stop outside the White House
- Tour of the memorials including the World War II, Vietnam War Memorial, Lincoln Memorial and the Korean War Memorial
- Visit to the Einstein Memorial
- Tour at Arlington National Cemetery
- Wreath Laying Ceremony at Arlington National Cemetery (if available)
- Visit to the Iwo Jima Memorial
- Visit to the Holocaust Museum (subject to availability)
- Visit Smithsonian National Museum of African American History and Culture (subject to reservation confirmation)
- Visit to the Memorials including the FDR, Jefferson and Martin Luther King Jr Memorials
- Visit to Ford's Theatre and the Petersen House
- Gratuities for the tour manager
- Gratuities for the bus driver
- Dedicated nightly security guard at the hotel for your group

Proposed Itinerary: (subject to change)

Monday, March 25, 2024

Your luxury motor coach equipped with lavatory and video will pick you up for your trip.

You'll stop for lunch en-route (not included)

You will meet your tour manager.

You'll have free time to explore the Smithsonian Museums of your choice such as National Museum of the American Indian, the Museum of Natural History, the Museum of American History and the American Art Museum.

You'll begin your drive to the next stop.

You'll enjoy a buffet dinner at Nando's (or similar) .

You'll begin your drive to the Hotel

You'll arrive at your hotel and check in.

Uniformed security guard will be at the hotel to monitor the hallways during the night.

Tuesday, March 26

You'll have breakfast.

You'll board your bus and depart the hotel for the day.

You will visit Mt. Vernon, the home of our first president. You will have a chance to see the film at the visitors center and then tour the home and grounds of the estate.

A meal pass will be included for lunch at the cafeteria at Mount Vernon.

You'll begin your drive to the next stop.

You will meet in front of the Capitol Building for a professional group photo. A copy of the photo will be given to each person on the trip.

You will walk by the Supreme Court.

You will enter one of the most magnificent buildings in Washington as you visit the Library of Congress on Capitol Hill. You will have some time to admire the architecture and peek into the main reading room.

You will visit the Capitol Building where you will see the visitors center and exhibits about the legislative branch of our government. You will then see a short film about the Capitol before taking a guided tour into the rotunda.

The White House is the official residence and workplace of the President of the United States and it was first occupied by John Adams in 1800. You will have a chance to see the North Front of the White House from Lafayette Park where you can take photos and enjoy the view.

You'll begin your drive to the next stop.

You'll have dinner at the Hard Rock Cafe (or similar) .

You will take a guided tour of the Memorials including visits to the World War II Memorial, Vietnam War Memorial, Lincoln Memorial and the Korean War Memorial.

You'll see the Einstein Memorial.

You will return to your hotel for the evening.

Wednesday, March 27

You'll have breakfast.

You'll depart the hotel.

You will visit Arlington National Cemetery where you will take a tour and see the Tomb of the Unknown Soldier, the Changing of the Guard Ceremony, the Challenger Memorial and the Kennedy Grave Sites.

During your visit to Arlington, you'll participate in a wreath laying ceremony (if available).

You'll see the Iwo Jima Memorial.

You'll begin your drive to the next stop.

You will visit the United States Holocaust Memorial Museum. This is America's national institution for the documentation, study and interpretation of Holocaust History and it serves as our country's memorial to the millions murdered during the Holocaust. Reservations will be requested for your

visit. If they are not confirmed you may either wait on line for tickets on morning of your visit or you may see the Daniel's Story exhibit which does not require reservations or tickets.

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September 22, 2023

ACTING ASSISTANT SUPERINTENDENT'S REPORT

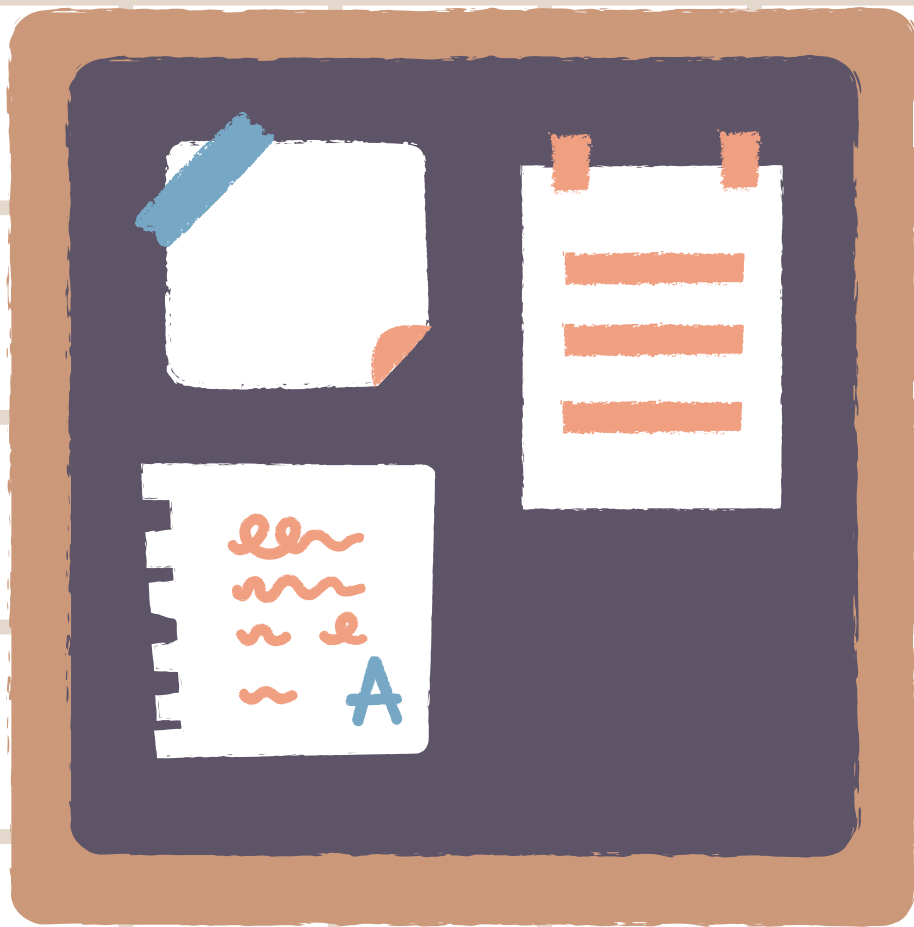


Kelly True, Principal/Acting Asst. Superintendent



HIGH QUALITY INSTRUCTIONAL MATERIALS





OPEN SCIENCE

- Over the summer, we had a group of teachers who participated in the “Launch” PD with Boston College. This was an intensive 4 day workshop to introduce the pedagogy of the program and to dive into the content of the first unit teachers will be teaching in October.
- Teachers who did not participate in the “Launch” PD during the summer have just completed their 4 days of training from the 18th-21st.
- Teachers will be attending a 2 day training in January to work on the content for their second unit of study.
- Science teachers will have an opportunity to meet cross district on October 6th to discuss pacing, lessons, and to ask questions.

HMH INTO MATH

I have been working very closely with our grant consultant, Norma Gordon, over the past few weeks to get up to speed on last year’s work. We have onboarded the two new Principals at both Middle Schools and just had our first Math Leadership team meeting last week on the 22nd. We have established a full day of PD on October 6th to dive more deeply into the online assessment and lesson platform Waggle, as well as the Instructional Strategy Routines from HMH.

NEW HIGH QUALITY INSTRUCTIONAL MATERIALS GRANT

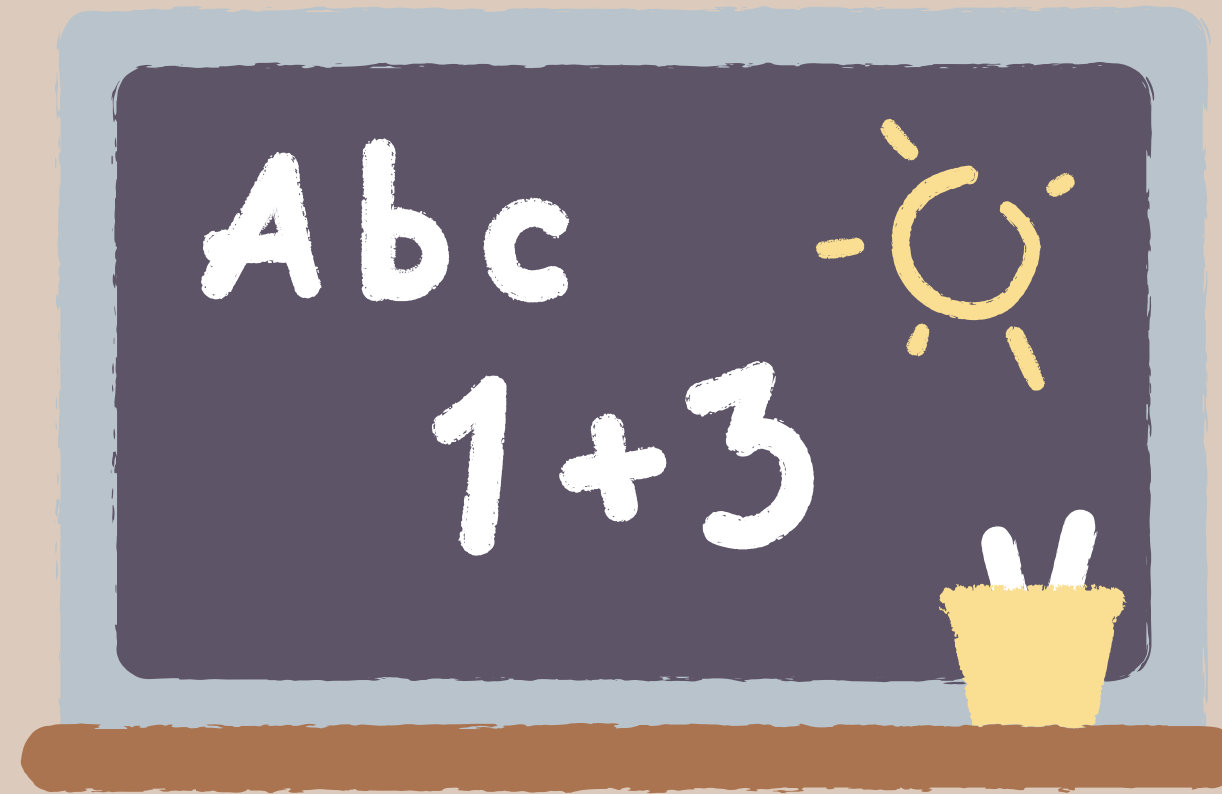
- On September 14, 2023, I submitted a grant to the MA Department of Education for a 50% matching grant to purchase new instructional materials for our Middle School English Language Arts Program. ELA teachers will have an opportunity to meet cross district on October 6th to discuss what they are looking for in a new program and to begin searching through CURATE and EDReports for programs they would like to explore further.
- Also on October 6th, the History teachers at both Middle schools will have an opportunity to look more closely at DESE's new open sourced Social Studies Curriculum, Investigating History.



PROFESSIONAL DEVELOPMENT



FRECKLE



During our Grade Level Team Meeting time on September 18th, elementary staff attended a virtual training with Renaissance to learn more about their learning platform “Freckle.”

Freckle is an adaptive program that allows students to practice language arts and math skills based on an assessment or teacher assignment. The platform itself was teacher recommended, as many teachers were already utilizing the free version of Freckle, which has significantly less features than the subscribed version.





PD COMMITTEE

We had a great discussion at our first meeting on
September 14, 2023

Our discussion included:

- Looking at the goals outlined in the District Plan
- Evaluating each goal's subgoals and action steps to see where more Professional Learning may be necessary

Common themes across the discussion were:

- Additional support is needed in helping students communicate with one another and to regulate their emotions and behavior throughout the day
- Additional support is also needed to help teachers navigate the incredibly diverse learning profiles of our current study body. Teachers want to be prepared to meet the needs of all students in their classes, which will require additional training.

At our next meeting, we will discuss the remaining district PD days, and how to introduce voice and choice into the PD process. We will also analyze and reflect upon the feedback from October 6th.



PLANS ARE UNDERWAY FOR OCTOBER 6, 2023

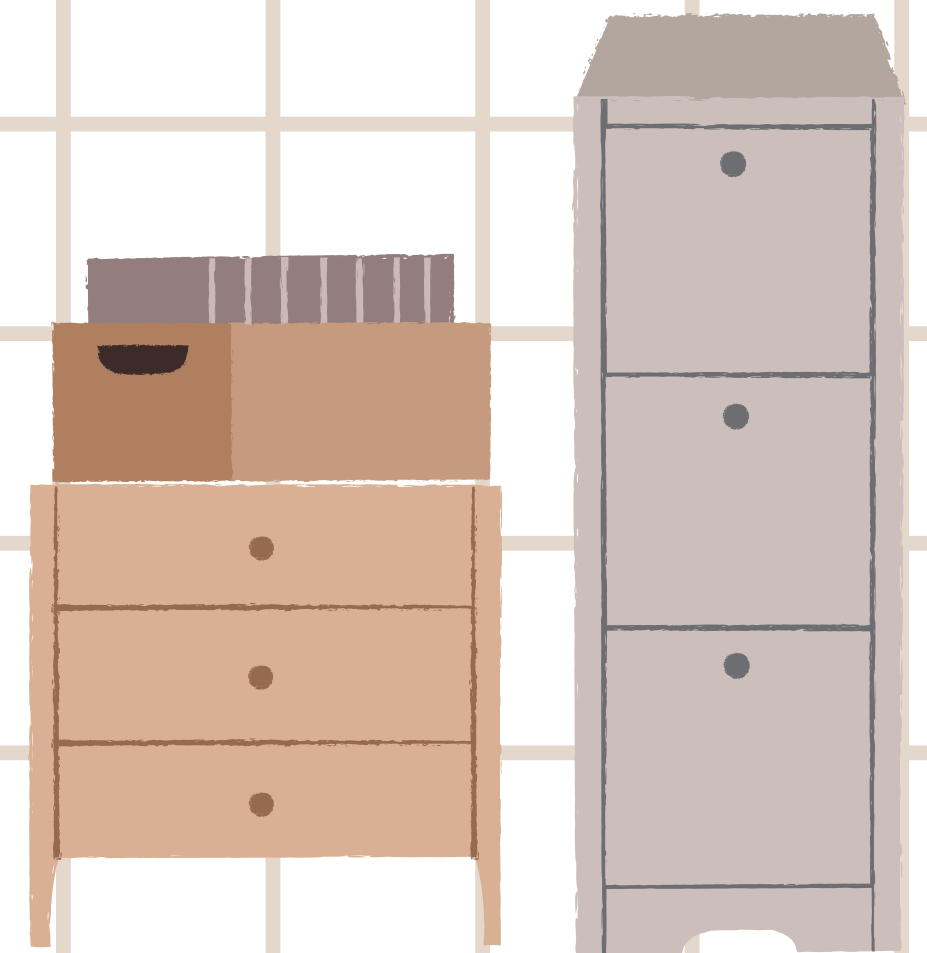
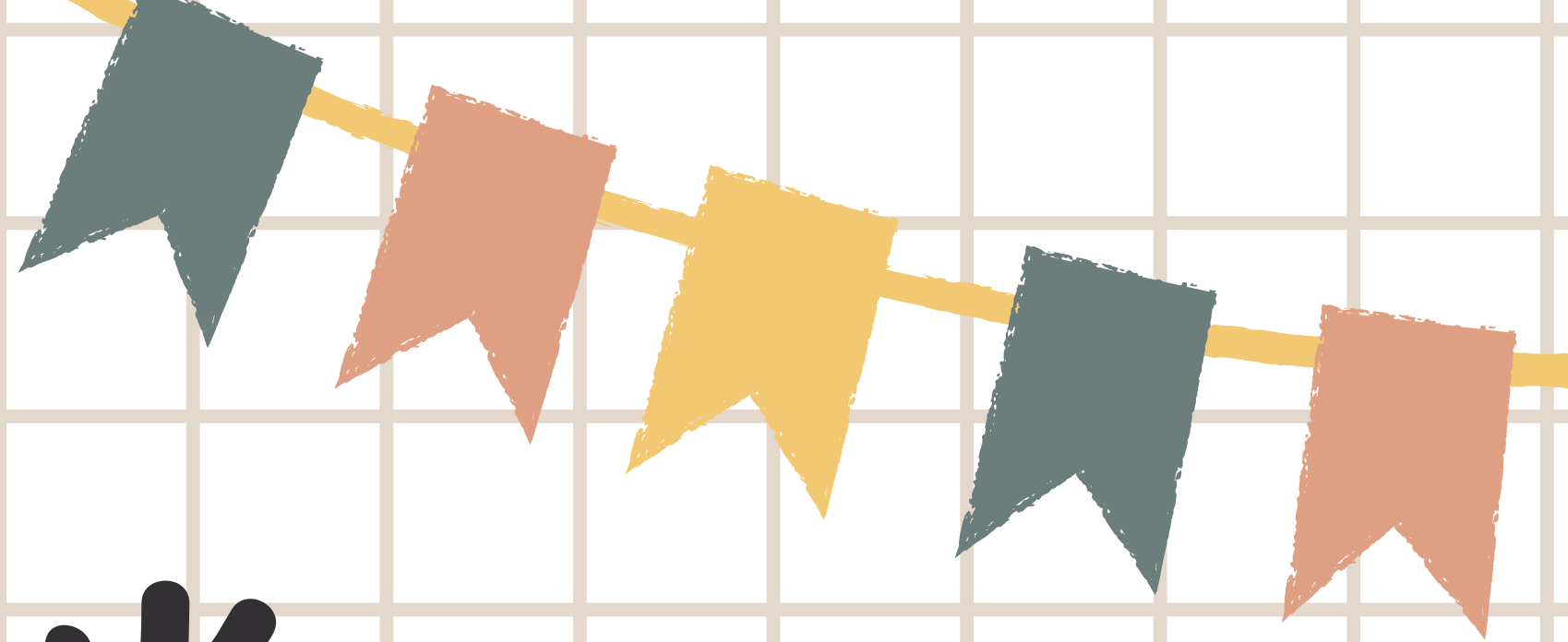
Because October 6th would be fast upon us, planning for our first full day of Professional Development began weeks ago.

We will have multiple PD providers onsite to work with our staff in a variety of contexts including, but not limited to:

- Least Restrictive Environment and inclusive practice
- Data tracking and following accommodation plans
- HMH Into Math strategies and Waggle
- Finals site and data entry training for office staff
- Curriculum investigation (ELA/History @ MS level)
- Threat Assessment Team training
- Safety Care training
- Social Skills and character development
- Tiers I & II Reading Intervention Programs



THANK
you



Capital Planning:

Needs to be revisited due to the unfortunate vote this past June that removed DCRSD from the MSBA. The Capital Plan did not include SHRHS needs within as that would have been addressed by the MSBA program. Suggest that we revisit this goal when the Capital Plan has been updated on how best to move forward.

DCRSD School Committee continues its commitment to maintaining existing programs, seeking cost-saving opportunities, and collaborating with communities to ensure a sustainable budget for FY25. These objectives will help track progress and ensure transparency in the budgeting process.

Goal for FY25: Enhance Educational Excellence, Stakeholder Engagement, and Fiscal Transparency

This goal aims to further the commitment to educational excellence, stakeholder engagement, and fiscal transparency while providing a comprehensive educational experience to students. To make this goal more actionable and measurable, we can break it down into specific objectives:

Objective 1: Maintain and Strengthen Existing Programs

Objective 1.1: Maintain the integrity of existing programs without reductions.

- **Measurement:** Compare the number of staff and programs in FY25 with FY24 to ensure there are no reductions.
- **Target:** No reduction in staff or programs.

Objective 1.2: Ensure continuous improvement of existing programs.

- **Measurement:** Implement a system for ongoing program evaluation and improvement based on stakeholder feedback and outcomes data.
- **Target:** Document and act upon improvements in at least three existing programs.

Objective 2: Foster Stakeholder Engagement

Objective 2.1: Seek input on budget priorities from staff, students, and community members.

- **Measurement:** Conduct surveys, town hall meetings, or focus groups to gather input on budget priorities.
- **Target:** Obtain feedback from a minimum of 500 stakeholders representing staff, students, and community members.

Objective 2.2: Increase participation in budget-related community events.

- **Measurement:** Track attendance at budget-related meetings, workshops, and presentations.
- **Target:** Achieve a 20% increase in community attendance compared to the previous year.

Objective 2.3: Establish a standing committee for ongoing stakeholder engagement.

- **Measurement:** Create and maintain a committee dedicated to gathering input and feedback on budget-related matters.
- **Target:** Form the committee and conduct regular meetings. (one per quarter?)

Objective 3: Enhance Fiscal Transparency

Objective 3.1: Improve communication of the budgeting process to stakeholders.

- **Measurement:** Develop and share documents outlining the budgeting process and timeline (via website, office, sc meetings, town halls, town libraries, local newspapers).
- **Target:** Distribute budgeting process documents to all stakeholders.

Objective 4: Provide a Comprehensive Educational Experience

Objective 4.1: Invest in technology and resources to support a comprehensive educational experience.

- **Measurement:** Allocate a specific budget for technology upgrades and resources that directly enhance education. Meet with D'Arcangelo for an update on what is critical to invest in technology within DCRSD.
- **Target:** Increase the budget for technology as it has been level funded for years..

Objective 4.2: Evaluate and expand extracurricular and enrichment programs.

- **Measurement:** Conduct an assessment of extracurricular and enrichment programs' impact on student development and satisfaction.
- **Target:** Expand or improve at least two extracurricular or enrichment programs based on evaluation results.

Objective 5: Collaborate with Communities for Sustainable Budget Increases

Objective 5.1: Reduce annual usage of Excess and Deficiency support to \$500,000 per year and increase the contingency line item.

Measure: Limit the usage of Excess and Deficiency support to \$500,000 annually and allocate additional funds to the contingency line item.

Target: Annual usage of Excess and Deficiency support limited to \$500,000.

Objective 5.2: Reduce reliance on School Choice by 20% (\$180,000).

Measure: Decrease the reliance on School Choice funding by \$180,000 compared to the previous year.

Target: Reduce reliance on School Choice funding by \$180,000.

Objective 5.3: Explore in-district specialized transportation rather than a contracted service model.

****Measure:**** Evaluate the feasibility of in-district specialized transportation and its potential cost savings.

Target: Determine if in-district specialized transportation is a viable option.

By adopting these measurable objectives, DCRSD can align its efforts with the overarching goal for FY25, ensuring a continued focus on maintaining program integrity, engaging stakeholders, enhancing fiscal transparency, and providing an exceptional educational experience for students. Progress towards these objectives can be tracked and reported regularly to demonstrate the district's commitment to its mission.

Goal for 2023-2024: Enhance Community Outreach and Stakeholder Engagement

During the 2023-2024 school year, the DCRSD School Committee will increase outreach to our communities by strengthening our working relationships with local boards and expanding our presence at school and community events. We will continue to provide opportunities for all stakeholders to be cognizant of the resources available to our students and families within the district, as well as any major initiatives within the District.

To make this goal more actionable and measurable, let's break it down into specific objectives:

Objective 1: Strengthen Relationships with Local Boards

Objective 1.1: Foster regular collaboration with local town/city councils or boards on educational matters.

- ****Measurement:**** Document the number of joint meetings or discussions with local boards.
- ****Target:**** Hold at least six joint meetings or discussions during the school year.

Objective 1.2: Establish and maintain liaison roles with local boards for ongoing communication.

- ****Measurement:**** Appoint liaisons or representatives to ensure regular communication with local boards. Delineate the expectations of the liaisons of appointed boards.
- ****Target:**** Designate liaisons for each relevant local board by the beginning of the school year.

Objective 2: Expand Presence at School and Community Events

Objective 2.1: Significantly increase participation in school/community events.

- ****Measurement:**** Track attendance at school and community events, including parent-teacher conferences, open houses, and community activities.
- ****Target:**** Achieve a 20% increase in participation compared to the previous school year.

Objective 2.2: Host and actively participate in district-led community events or workshops.

- **Measurement:** Plan and host at least three district-led community events or workshops during the school year.
- **Target:** Successfully organize and participate in three events.

Objective 3: Enhance Awareness of Resources and Initiatives

Objective 3.1: Develop and distribute comprehensive informational materials about district resources.

- **Measurement:** Create and disseminate detailed brochures, pamphlets, or digital resources highlighting district resources.
- **Target:** Distribute resources to all families within the district.

Objective 3.2: Conduct regular informational sessions on major district initiatives.

- **Measurement:** Schedule and host at least four informational sessions or town hall meetings on major district initiatives.
- **Target:** Hold four informative sessions with active participation from stakeholders.

Objective 4: Monitor and Evaluate Outreach Efforts

Objective 4.1: Regularly assess the effectiveness of community outreach and engagement efforts.

- **Measurement:** Collect feedback from stakeholders and School Committee members to evaluate the impact of outreach initiatives.
- **Target:** Use feedback to make ongoing improvements to community engagement strategies.

Objective 4.2: Engage the School Committee in the evaluation and refinement of outreach efforts.

- **Measurement:** Involve School Committee members in the assessment and enhancement of community outreach strategies.
- **Target:** Ensure active participation from School Committee members in the evaluation process.

By setting these measurable objectives, the DCRSD School Committee can actively work to strengthen community outreach and stakeholder engagement during the 2023-2024 school year. These objectives will help ensure that the committee continues to build relationships with local boards, expands its presence at events, raises awareness about available resources, and keeps stakeholders informed about major initiatives. Progress toward these objectives can be monitored and reported, demonstrating the committee's commitment to effective community engagement.

Superintendent's Goals - School Year 2023-2024

SC Meeting - 09.27.2023



Standard I - Curriculum, Planning, and Assessment

Goal #1 – Throughout the 2023-2024 school year, I will focus the district, along with the Acting Assistant Superintendent/Principal, on the continued implementation of High-Quality Instructional Materials (HQIM) in (K-4) Common Knowledge Language Arts, (6-8) mathematics and middle school science Open Sci Ed, (5-8) English Language Arts and history, and (9-12) on data-informed areas of need. This work will ensure grant compliance, and will also ensure that teachers receive the necessary, ongoing professional development opportunities and voice in the decision-making process.

[District Plan Goal #1](#)

Standard II - Teaching All Students

Goal #2 – Throughout the 2023-2024 school year, I will guide district and building leaders to work with their respective staff to create a cohesive Multi-Tiered System of Supports (MTSS), which will better facilitate interventions for students K-12. This work will be prioritized throughout this year's administrative council meetings.

[District Plan Goal #2](#)

Standard III - Family and Community Engagement

Goal #3 – Throughout the 2023-2024 school year, I will collaborate with district and building leaders and the school committee to reestablish a multi-year Capital Outlay/Safety plan for the communities of Dudley and Charlton in order to address the critical needs of the district's aging facilities. This goal will include increasing community awareness and support for upcoming capital initiatives.

[District Plan Goal #3](#)

Standard IV - Professional Culture

Goal #4 – Throughout the 2023-2024 school year, I will work to strengthen the professional culture of the district leadership team, while building capacity in school and district leaders through administrator-specific professional development. Working collaboratively with the leadership team, we will establish management and oversight efficiencies in the areas previously under the purview of the Assistant Superintendent, including annual Civil Rights Data Collection, Vector, Pearson Access Next, Mandatory Trainings, Field-based Curriculum Experiences, Educator Evaluation System, Induction/Mentor Program, Homeschooling, Title IX, Title VI, Equal Education Opportunity, and State and federal Title I, IIA, IV, IDEA, and ESSER-III grants.