

# DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee

Wednesday, November 15, 2023, at **7:00 PM**

Charlton Middle School

2 Oxford Road

Charlton, MA 01507

## MINUTES

### I. Call Meeting to Order

The meeting was called to order at 7:00 PM

### II. Pledge of Allegiance

### III. Moment of Silence

A moment of silence was observed in memory of SHRHS Student, Sarah Armstrong, who passed away on October 28, 2023.

### IV. Consent Agenda Items

J. Costello S: K. Szela U

- a. Approval of the Warrant (Voucher #1025-1029)
- b. Approval of Minutes Regular Meeting – October 25, 2023

J. Costello requests a change be made to the October 25 minutes to adjust the spelling of Anthony Aube's name.

A motion by J. Costello, second by K. Szela to approve the consent agenda items, with updates, was approved unanimously.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo - Yes

N. Enberg – Yes

C. Panczyk – Yes

K. Szela – Yes

### V. Communications

C. Panczyk shares that the Dudley Library will start offering evening story-times for children. They're held every Monday at 5:30 pm.

### VI. Student Representative Report – Sofia Poplawski

Haunting on the Hill was held at the High School and successfully raised a lot of money for the annual food drive.

Tickets are now on sale for the Holiday Spectacular.

The annual SHRHS craft fair, sponsored by the Music Parents Association, will be held November 19, 2023.

Spirit week is starting!

The annual Powderpuff Football Game will take place on Tuesday, November 21, 2023, and is raising money for the Congdon Family. That same Tuesday morning, students will be visiting Market Basket to collect food for the Thanksgiving food drive.

## **VII. Superintendent's Report**

DCRSD shares its deepest sympathies with the Arnold Family over the loss of their daughter and SHRHS Junior, Sarah.

Mr. Mathieu has put forth his resignation as the DCRSD Director of Finance and Operations as he has accepted a position in another district. Mr. Mathieu has served DCRSD for more than eight years, under three Superintendents. His professional contributions were pivotal and monumental in the success of the District.

Thursday, November 16, 2023, is an early-release day for all students. PK – grade 4 will be holding parent conferences and all middle school and high school staff will receive an ALICE (Alert, Lockdown, Inform, Counter and Evacuate) refresher training. Additionally, SHRHS students were presented with an ALICE lesson on Thursday, November 9, 2023, and there are plans for age-appropriate lessons in all DCRSD schools.

DCRSD Leadership Council welcomed Arthur Emma, the Co-Founder and CEO of ByDesign, to their meeting this week. Mr. Emma shared his pathway to his entrepreneurial experience. THE DCLC is looking at ByDesign as a pilot project for this school year.

Rams Read celebrated and had their 2023 Awards get-together at Point Breeze last Tuesday, November 7, 2023. Rams Read has been in place at SHRHS for years but expanded to all schools this past summer.

Dudley PTO is offering the following upcoming events:

November 23, 2023 – Turkey Trot

December 6, 2023 – Wreath Night at Point Breeze

December 1, 2023 – Cookies with Santa at Dudley Middle School

December 8-9, 2023 – Light the Night

DCRSD continues to have a real need for Paraprofessionals across the District.

## **VIII. Public Comment**

Anthony Aube – Charlton

Mr. Aube asks what the District's plan is if Mr. Mathieu vacates his position without having someone to step into the role. Is there a day-to-day plan in the absence of such a professional?

## IX. New Business

### A. Request for Approval Global Awareness Travel 2025 - Director Mary A. Pierangeli

Director Mary Pierangeli presents an Overnight Travel Request for the thirty-eighth international experience for SHRHS students. The plans for 2025 will include travel to a French-speaking country. The proposed eleven-day trip will begin in Paris, France and continue to the Loire Valley, Normandy and Mont St. Michel, and a final stop in London.

A motion by C. Panczyk, second by J. Dell'Ovo to approve the Global Awareness trip in 2025 was approved 6-0.

C. Carmignani – Yes

M. Chickering - Yes

J. Costello – Yes

J. Dell'Ovo - Yes

N. Enberg – Stepped out during this vote

C. Panczyk – Yes

K. Szela – Yes

### B. Report Middle School Roof Projects - Director Joseph Caron

As of October 3, 2023, construction is complete, and we are currently in the close-out stage. The manufacturer has completed the inspection and we have received the three-year warranty for both roofs.

This is the first time in 22 years that both middle schools have had zero leaks.

A big thank you to MDM Engineering out of Dudley. They went above and beyond to help ensure the project was complete, despite weather complications over the summer, on time.

### C. Report of the Dir. of Finance and Operations - Dir. Mathieu

#### a. Charlton Green Communities

The town of Charlton has shared its Green Communities grant opportunity with the District. As a result, two projects will be applied for – both at Charlton Middle School. The first is LED lighting upgrades and the second is an upgrade of the transformers and refrigeration control. With the support of the grant, the overall cost to the District is approximately \$48,076 with a net savings of \$1,100 monthly.

#### b. DCRSD Solar Projects

Sollect Energy has an opportunity for the District to add solar panels to some roofs (the two new middle school roofs and that at Heritage). These projects have been very successful in other Districts, and the numbers show great potential for DCRSD to continue its green initiatives while locking in a very favorable electricity rate for the next 20-25 years.

A motion by J. Costello, second by K. Szela to participate in the Solar Project Opportunity was approved unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – Yes  
K. Szela – Yes

D. Update - Professional Development - Acting Assistant Superintendent/Principal Kelly True

The next PD day will be held on January 12, 2024. The format for the day will be 2 sessions – one in the morning and the other in the afternoon with a one-hour lunch break in between. Morning sessions will focus on Special Education with the general education teachers attending a presentation on Lease Restrictive Environments. The afternoon will follow one of three formats:

- Teachers can submit a proposal for PD from outside of the district;
- Teachers can take advantage of a session of interest with a presenter:
  - Braintracks – Executive Functioning – how does it impact our learners?
  - Norma Borenstein-Gordon – Building Thinking Classrooms in Mathematics
  - Tara Trainor – Feedback, planning and tech tools to use with UDL
  - CPR Training by DCRSD nurses
  - De-escalation strategies for the Classroom
  - Paraprofessional training site that offers hundreds of classes for paras to choose from depending on their needs
- Teachers can propose a session they would like to offer colleagues

We have been awarded an HQIM extension grant that allows us to pay for coaching at both Middle Schools this year.

We would like to begin our LRE work with our most intensive students and our SLPs (Speech/Language Pathologists) with a coaching offering from Collaborative.org. This would be a great opportunity for an outside source to help us evaluate our current programs and to make improvements that would create a more inclusive environment for our students.

We want to continue to support the work of UDL in our classrooms as a function of our work around LRE. UDL helps us to provide choices and options for students so they can be included in the regular education classes.

E. Request for additional staff – paraprofessional – Steven Lamarche

Additional Paraprofessionals are needed as three students will need additional assistance as they return to the District. A SHRHS Student is returning from an out-of-district placement and two students are transitioning from Early Intervention to Charlton Elementary School.

A motion by, second by to approve the request for additional Paraprofessional staff was approved unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – Yes  
K. Szela – Yes

F. DCRSD School Committee Subcommittee Updates

a. Budget and Finance

Budget and Finance met to discuss topics they feel need to be touched on this year including the FY25 budget items, communicating with building principals to determine each school's priorities, and school fees and potentially adjusting costs.

b. Capital Outlay and Safety

Capital Outlay and Safety met to discuss the finalization of the roofing projects and moving forward with solar projects.

c. Policy Review

1. ACBB – Harassment – (Amend) - Action

A motion by J. Dell'Ovo, second by J. Costello to amend Policy ACBB was approved unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – Yes  
K. Szela – Yes

2. IJNDB – Staff Technology Acceptable Use - (Amend)-Action

A motion by J. Dell'Ovo, second by K. Szela to amend policy IJNDB was approved unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – Yes  
K. Szela – Yes

#### G. 2023-2024 School Committee Goals

A motion by J. Costello, second by K. Szela to approve the School Committee goals as written was approved unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – Yes  
K. Szela – Yes

A discussion ensued and it was determined that a Google Sheet of running goals and completed tasks will be added to the website so the community has live access to the School Committee goals and their updates.

#### H. Fiscal Year 2025 School Committee Budget Goals

The Budget and Finance Subcommittee asks if there's a better way to present the budgetary goals to the community that is friendlier and more easily digestible than what has been presented in the past.

It's been recommended that proof and explanations are included behind the numbers presented for the Budget in January so the public understands why the request/need is coming forward.

Last year's goals were reviewed and updated/removed to include new or improved goals that will fully be presented to the public shortly.

#### X. Adjourn

A motion by K. Szela, second by J. Dell'Ovo to adjourn the meeting at 9:16 PM was passed unanimously.

C. Carmignani – Yes  
M. Chickering - Yes  
J. Costello – Yes  
J. Dell'Ovo - Yes  
N. Enberg – Yes  
C. Panczyk – 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.*

*"...to advance the knowledge and well-being of our children and our community."*

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## **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.*

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## **Next Meeting Dates**

**School Committee Meeting:** Wednesday, December 13, 2023, 7:00 PM Shepherd Hill RHS

**Budget and Finance Subcommittee:** December 13, 2023 – 1:00 PM - Video Conference

**Policy Review Subcommittee:** Friday, November 17, 2023 – 10:00 AM - District Office

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

**Capital Outlay/Safety Subcommittee:** Wednesday, December 13, 2023 - 3:00 PM – Video Conference

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**Future Agenda Items:** Update DCRSD User Fees (December), SHRHS Holiday Showcase (December), Fiscal Year 2024 Update (December), Capital Planning Update (December)

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## Agenda

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### **IV. Consent Agenda Items**

- a. Approval of the Warrant (Voucher #1025-1029)
- b. Approval of Minutes Regular Meeting – October 25, 2023

### **V. Communications**

### **VI. Student Representative Report – Sofia Poplawski**

### **VII. Superintendent's Report**

### **VIII. Public Comment**

### **IX. New Business**

- A. Request for Approval Global Awareness Travel 2025 - Director Mary A. Pierangeli
- B. Report Middle School Roof Projects - Director Joseph Caron
- C. Report of the Dir. of Finance and Operations - Dir. Mathieu
  - a. Charlton Green Communities
  - b. DCRSD Solar Projects
- D. Update - Professional Development - Acting Assistant Superintendent/Principal Kelly True
- E. Request for additional staff – paraprofessional – Steven Lamarche
- F. DCRSD School Committee Subcommittee Updates
  - a. Budget and Finance
  - b. Capital Outlay and Safety
  - c. Policy Review
    - 1. ACBB – Harassment – (Amend) - Action
    - 2. IJNDB – Staff Technology Acceptable Use - (Amend) - Action
- G. 2023-2024 School Committee Goals
- H. Fiscal Year 2025 School Committee Budget Goals

### **X. Adjourn**

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*"...to advance the knowledge and well-being of our children and our community."*

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## 2022-2023 School Committee Goals

### Budget and Finance

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# DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

School Committee

Superintendent's Report

11.15.2023



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This evening I share our deepest sympathies to the Arnold family for the loss of their daughter Sarah. This is extremely painful and fills family, friends and our school community with deep sorrow. Grief and the challenge of emotions is real and experienced differently. We are here for the Arnold family and will do everything we can to provide support and access to support for the Arnold family, friends, and members of the Dudley-Charlton RSD. Again, this is truly tragic and we express our deepest sympathies.

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Tonight, I report to you and the community that a Dudley-Charlton leader of significance, Mr. Richard Mathieu has accepted a position in another district and will be leaving the Dudley-Charlton RSD as the Director of Finance and Operations.

Mr. Mathieu has served the Dudley-Charlton RSD for more than eight years and under three superintendents. Mr. Mathieu's professional contributions to the Dudley-Charlton RSD are pivotal and monumental for the ongoing success of our school district. Of particular note, Mr. Mathieu has a remarkable, unique skill set that spans both municipal and school finance. The District benefited from this vast knowledge time and time again. Mr. Mathieu was the leader and stalwart that established the Massachusetts Strategic Health Group (MSHG). Not only has MSHG proven to be an innovative model for group or consortium health groups, it remains to be consumer friendly while also establishing a viable fiscal management framework. As an example, our retirees' insurance remains comparable to 2019 rates. In addition, Mr. Mathieu fiscally prepared and administered an Operational Override in 2018, Capital Plan in 2022, and an Operational Override in 2023. For most, these are lifetime achievements, but for Mr. Mathieu, he exhaustively achieved these in a little over eight years with a pandemic sandwiched in-between.

Mr. Mathieu may never receive the public recognition he deserves, but what I can share is he is well respected in his field and internally, we are thankful for his commitment to the success of the Dudley-Charlton RSD. We are better because of Mr. Mathieu.

We know that he is not going to far as a resident of Dudley and a parent of a Dudley-Charlton RSD student. We look forward to ongoing professional dialog with Mr. Mathieu and know that he is a phone call away.

We have posted the opening and will established a search group to find the next Director of Finance and Operations for the Dudley-Charlton RSD.

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As a reminder tomorrow, Thursday, November 16, 2023 is an early-release day for all students. Prekindergarten to grade 4 is holding parent conferences and with our continued commitment to school safety, all middle school and high school staff will receive an annual Alert, Lockdown, Inform, Counter and Evacuate (ALICE) refresher training tomorrow. Additionally, SHRHS students were presented with an ALICE lesson Thursday, November 9, 2023 and we are planning for age-appropriate lessons in all other schools. I would like to publicly acknowledge Principal Peter Olson for leading our District in this critical safety protocol and trainings.

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This week, the Dudley-Charlton Leadership Council (DCLC) had the Co-Founder and CEO of ByDesign, Mr. Arthur Emma, attend their meeting. Mr. Emma shared his pathway through his entrepreneurial experience. As a starting point, Mr. Emma grew up in rural Wisconsin, attended Boston University as a member of their crew team and was also student body president. He shared how he was a high school history teacher who was passionate about student productivity and student goal setting. He left teaching to work for startups and eventually found ByDesign at Dartmouth College. He shared his knowledge about tech incubators and acceleration labs. Lastly, he presented his student-centered software ByDesign that takes the view of the student in organizing classes, planning their lives and engage in their school community in one location. The DCLC is looking at ByDesign as their pilot project for this school year.

Mr. Emma shared that he was “blown away by our students and the impact of the DCLC in general. [He has] met with students across the country, but yesterday was a significant highlight [for him].”

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Rams Read celebrated and had their 2023 Awards get-together at Point Breeze last Tuesday, November 7, 2023. Rams Read has been in place at SHRHS for years but expanded to all schools this past summer. Rams Read is a fun, summer reading initiative to get staff together. This is voluntary and culminates with a celebration in the fall. This is incredible effort to bring DCRSD staff together across all schools and full credit goes to Ms. Kristen Griffiths from SHRHS.

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I write to update the Dudley PTO happenings. Please see the attached flyers.

- The Dudley PTO Turkey Trot is Thursday, November 23, 2023. Registration is still open.
- The Dudley PTO wreath night is December 6, 2023 at Point Breeze and kits are still available. The attached form is due by November 22, 2023.
- Cookies with Santa at Dudley Middle School is December 1, 2023. The attached form is due by November 22, 2023.
- Once again, the Dudley PTO is planning a “Light the Night” on Saturday December 8<sup>th</sup> and Sunday December 9<sup>th</sup>. The attached form to submit your house is due November 30, 2023.

To learn more about Dudley PTO please go to their [Facebook](#) page or their [website](#).

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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

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SC Agenda Item E.

1. We have a SHRHS student returning from an out of district placement
2. We have two students transition form Early Intervention to Charlton Elementary School

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

**1. *Maintain existing staff size and programs without reductions***

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

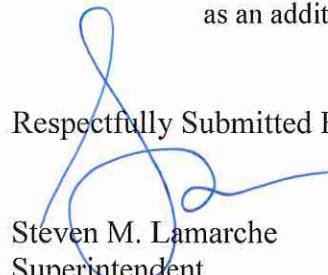
**2. *Continue to look for innovative ideas for cost savings without impact to programs***

- Explore in-district specialized transportation rather than contracted service model
- 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***

- Reduce annual usage of Excess and Deficiency support to \$500,000 per year, and increase contingency line item so that budget matches usage.
- Reduce reliance on School Choice by 20% (\$180,000)
- 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

JOIN US FOR OUR

TENTH ANNUAL

Thanksgiving

TURKEY TROT

THURSDAY, NOVEMBER 23, 2023

HOSTED BY THE DUDLEY PTO

RACE STARTS AT 8 AM  
REGISTER BY NOV 5 FOR T-SHIRT

PARKING @ MASON ROAD SCHOOL

RACE STARTS @ DUDLEY BEACH

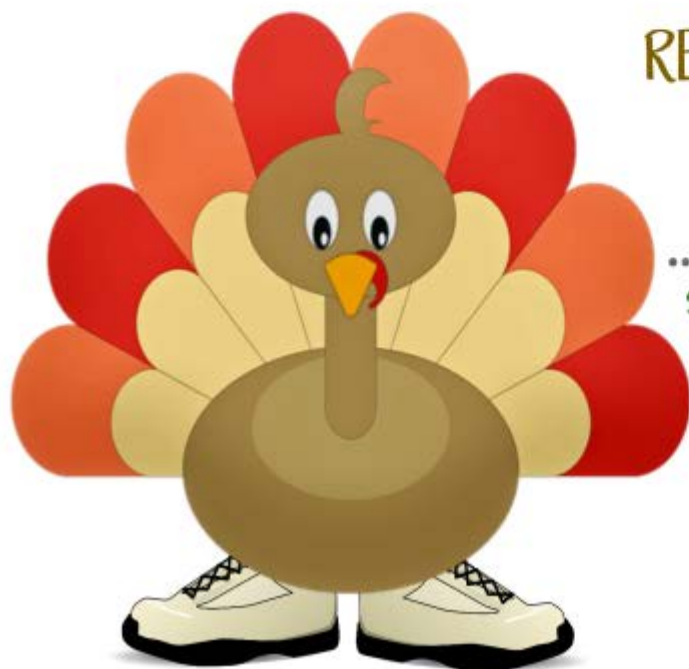
\$20 Per Person \$10 kids 5-10

\$25 On Race Day

FORMS CAN BE MAILED TO HEATHER BOWES, 18 MILL STREETT, DUDLEY, MA, 01571

REGISTRATION FORMS AVAILABLE AT:

DUDLEY PTO FACEBOOK, MASON ROAD SCHOOL,  
DUDLEY ELEMENTARY SCHOOL, DUDLEY MIDDLE SCHOOL,  
FOR MORE INFO EMAIL: BOWES96@YAHOO.COM





Order Form  
(Only Return if You are  
Purchasing Claytime  
Ornaments and / Or Paula's  
Cookies)

Family Name: \_\_\_\_\_

# of Ornaments (\$15 Each) \_\_\_\_\_

# of Cookies (\$5 Each) \_\_\_\_\_

Total Enclosed (Cash or Checks  
made out to Dudley PTO):  
\_\_\_\_\_

or

Venmo us @Dudley-PTO

Orders Due by 11/23  
\*not a drop off event\*

OPTION ONE

**Dudley PTO and Bemis Nursery**



Invite you to a

**Fun Night Out!**

COME BE CRAFTY AND MAKE YOUR OWN

***HOLIDAY WREATH!***

*When:* Wednesday, Dec. 6th @ 6:30 PM

*Where:* Point Breeze

114 Point Breeze Rd. Webster, MA 01570

**\*\*COST \$40/WREATH\*\***

BEMIS will provide all supplies and guide you through the process!

**SIGN UP BY NOV 22rd!!**

TO RESERVE YOUR SPOT FILL OUT THE REGISTRATION FORM BELOW

AND RETURN WITH PAYMENT TO THE SCHOOL

LABEL PTO WREATH FUNDRAISER & MAKE CHECKS OUT TO DUDLEY PTO.

OR SUBMIT PAYMENT to PAYPAL.ME/DUDLEYPTO or VENMO to @Dudley-PTO

WITH ORDER DETAILS NOTED

*All returned checks will be charged a \$ 25 fee*

For questions contact Rachel Foskett at 508-735-7597 or Email [dudleymapto@gmail.com](mailto:dudleymapto@gmail.com)

**DON'T DELAY YOUR REGISTRATION AS THERE IS LIMITED AVAILABILITY**

-----  
**NAME(S)** \_\_\_\_\_

**NUMBER OF WREATHS** \_\_\_\_\_

**AMOUNT  
PAID** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

## OPTION TWO

**Dudley PTO and Bemis Nursery Present**

*our*

### ***HOLIDAY WREATH DECORATING KIT FUNDRAISER***

All of the ingredients you need to make your own holiday wreath in the comfort of your own home. No need to visit several stores or hunt in the cold woods. Everything is all ready for you, in the exact quantities you need to complete the project as shown. A link to a video with instructions is included in each kit.



#### **Fresh Evergreen Wreath Kit \$40**

Transform a generous armful of fragrant balsam, juniper, and wispy white pine evergreen boughs into a lovely wreath, then decorate with frosted white branches, wild collected red berries, cones, pods and a big red bow.

KIT PICK UP DATE: Wednesday, Dec. 6th @ 6:30 PM AT Point Breeze

**SIGN UP BY NOV 22<sup>nd</sup>!**

TO RESERVE YOUR KIT FILL OUT THE REGISTRATION FORM BELOW  
AND RETURN WITH PAYMENT TO THE SCHOOL

LABEL PTO WREATH FUNDRAISER & MAKE CHECKS OUT TO DUDLEY PTO.

OR SUBMIT PAYMENT to [PAYPAL.ME/DUDLEYPTO](https://www.paypal.com/merchot/?x=1&from=seller=&to=DudleyPTO) or [VENMO to @Dudley-PTO](https://venmo.com/Dudley-PTO)  
WITH ORDER DETAILS NOTED

*All returned checks will be charged a \$ 25 fee*

For questions contact Rachel Fosskett at 508-735-7597 or Email [dudleymapto@gmail.com](mailto:dudleymapto@gmail.com)

NAME(S) \_\_\_\_\_

NUMBER OF WREATHS \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

# Dudley PTO's Light the Night



## Holiday Light Decorating Contest

Return the form below along with your \$20 entrance fee by 11/30 for your display to be entered. On December 8 & 9 light up your display from 6-10 for the judges vote. Prizes awarded

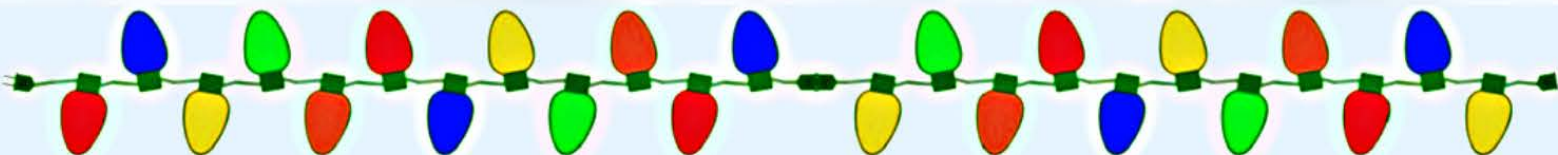
for:

Most Colorful Display

Simply Elegant Display

"You Serious Clark?"

Displays must be visible from the road. Names will not be disclosed to the judges, but addresses will be displayed for voting purposes.



(please return this portion with your entry fee no later than 11/30)

Name (will not be displayed to judges) : \_\_\_\_\_

Title of Display (optional) : \_\_\_\_\_

Street Address of Display: \_\_\_\_\_

I have enclosed my \$20 entry fee via: ☐ cash ☐ check or money order made out to Dudley PTO

I have paid my fee via Venmo (@dudley-PTO. Please leave "light the night" in notes)

If you would like to be a judge for this event please email us by 11/30 at [DudleyMAPTO@gmail.com](mailto:DudleyMAPTO@gmail.com)

All proceeds go directly to the Dudley MA PTO

**SHEPHERD HILL REGIONAL HIGH SCHOOL**

TO: Steven M. Lamarche, Superintendent  
Darren C. Elwell, Principal

FROM: Mary A. Pierangeli, Global Studies Program Director

DATE: November 1, 2023

RE: Overnight Travel Request, Policy IJOA

For the past thirty-seven years (with the exception of the two years where travel was not possible due to the COVID pandemic), Shepherd Hill Regional High School students, thanks to the support of the Dudley-Charlton Regional School Committee, have had yearly opportunities to extend learning into the world-wide classroom. It has always been my belief that education needs to be strengthened by integrating global understanding into the curriculum and providing students and faculty with international experiences. Advances in transportation and communication have made our world smaller, creating a globalized economy with interdependent and multicultural expectations. We need to prepare our students to be global citizens by recognizing and appreciating different viewpoints; working effectively and collaboratively in diverse cultural situations; applying critical, comparative, and creative thinking and problem solving; and learning to be adaptable and comfortable in unfamiliar situations.

As this time, I am requesting approval for a thirty-eighth international experience for Shepherd Hill Regional High School students in April 2025. In following our established rotation, plans for 2025 will include travel to a French-speaking country. The proposed eleven-day trip will begin in Paris, France where students will enjoy the highlights of the city including the Louvre Museum, the palace of Versailles, Notre Dame Cathedral, the Eiffel Tower, the Champs-Élysées, and a Seine River cruise. Next, they will journey to the Loire Valley stopping to visit Chartres Cathedral, Château de Chambord, Château de Chenonceau, and Château d' Amboise. From here they will travel to Normandy and Mont St. Michel, a magnificent 11th century abbey built at the top of an island. They will stand on the D-Day beaches where an amazing armada of Allied troops landed on June 6, 1944 to begin the liberation of Europe from years of Nazi occupation. They will visit WWII museums, monuments and cemeteries that pay tribute to the courage of the British, Canadian and American armies that successfully carried out the largest military operation in history. Final stop will be London where the highlights will include the Tower of London, the London Eye, and a theater performance. During the eleven days on the trip, students will experience an immeasurable amount of history, art, architecture, natural beauty, and culture that will provide real world learning opportunities to enhance their classroom studies. Please see the attached itinerary for complete details.

Early planning and approval allows our students to travel in 2025 at the lowest price possible, including a \$200 early enrollment discount. I am told that a substantial increase in price is anticipated on January 1, 2024. Additionally, payment will be extended over a longer period of time, resulting in smaller monthly payments and making travel a possibility for a greater number of students. EF's Peace of Mind program will provide options in the event the group is not comfortable with traveling at the scheduled departure and enhanced options will be available should travel not be possible. The On-Tour COVID 19 Isolation or

Quarantine Support will provide or arrange for lodging, meals, translation services, etc. for any traveler who is either diagnosed with COVID-19 while on tour or required to quarantine as a result of COVID-19, as well as a separate room and meals for a chaperone to remain with the student and provide supervision and additional support. Although this is no longer as much of a concern, it continues to provide reassurance and a worry-free travel experience.

The eleven-day trip will include 3 nights in Paris, 2 nights in the Loire Valley, 1 night in St. Malo, 1 night in Normandy, and 2 nights in London. The **\$4,289 early enrollment cost** will also include round-trip airfare from the United States, transportation within Europe, breakfast and dinner daily, as well as sightseeing and entrance fees to select attractions as outlined in the itinerary. As in past years, there will be one chaperone for each group of six students and, in addition, a bilingual EF tour director in attendance throughout the tour.

The group requests a **departure date of Friday, April 18, 2025 and a return on Monday, April 28, 2025**. The participating students and faculty will miss one day of school on the return Monday, April 28. Please note that I have requested a late day departure on Friday, April 18; however, it is possible that flight schedules will necessitate leaving Shepherd Hill prior to the conclusion of the school day on the departure date. Since it will be Good Friday, I am fairly confident that this will not be necessary.

I continue to travel with EF Educational Tours because safety is a priority. With 600 schools and offices in 50 countries worldwide, including regional offices dedicated to on tour support, EF's global presence is unmatched. This local presence provides the ability to react quickly and in person should there be an emergency situation. EF's Emergency Service and Support Team is available 24/7 both in the U.S. and in Europe to resolve any issue that should arise. They also facilitate communication between travelers and families in the event of any emergency.

Thank you for your consideration of this request. I look forward to the possibility of continuing to expand the cultural horizons of our students and promoting a greater global understanding.

## PARIS AND THE CHÂTEAUX

Day 1: Fly overnight to France

Day 2: Paris – Meet your Tour Director at the airport in Paris, the City of Light. – Take a walking tour of Paris: Île de la Cité. – Catch a glimpse of Notre-Dame Cathedral.

Day 3: Paris – During your expert-led tour of Paris, you'll get a taste of Parisian style as you ride down the Champs-Élysées, an elegant tree-lined boulevard. Pass the Place de la Concorde and the Arc de Triomphe and strike a pose in front of the Eiffel Tower. – Travel to Versailles and take an expert-led tour including the State Apartments, Hall of Mirrors, and Gardens. – Head back to Paris and enjoy a Seine River cruise.



Day 4: Loire Valley – Travel to the French countryside and explore the magnificent Loire Valley, sometimes called the “playground of Kings.” – Visit Chartres Cathedral. – Visit the Château de Chambord.

Day 5: Loire Valley – Visit the spectacular Château de Chenonceau, a breathtaking architectural marvel extending across the River Cher, supported by submerged pillars that form a pattern of arches on the water's surface. – At the majestic gardens of Amboise, a Renaissance-style château in the Loire Valley, you'll take in the same sweeping vistas once enjoyed by Louis XI, Louis XII, and Leonardo da Vinci, who all made homes here. – Visit and dine at the Troglodyte Dwellings. These maze-like subterranean grottos were created by thousands of years of geological evolution, and are used today as chapels, bakeries, and wine cellars.

Day 6: St. Malo – Travel to Brittany. – Visit Mont St. Michel, an awe-inspiring island topped by a medieval castle. – Take a tour of St. Malo. – Visit St. Vincent Cathedral.

Day 7: Normandy region – Travel to Normandy. Here, on June 6, 1944 (the date now known as D-Day), Allied troops landed on the beaches, launching the campaign that eventually liberated mainland Europe from the Nazis. – On your visit to the D-Day beaches of Normandy, you'll witness remnants of the floating roadways and piers built to create an instant port at Arromanches. Visit the Pointe du Hoc Ranger Monument commemorating the Special Forces who scaled a 100-foot cliff to seize German artillery. See the Normandy American Cemetery and Memorial established—out of necessity—just two days after the invasion. – Pay tribute to WWII troops at the Caen Mémorial, one of Europe's top history museums. Exhibits and films document the events that led up to the war and the Normandy invasion.

Day 8: Normandy region | Paris – Travel to Paris – Visit the Louvre, home to masterpieces that range from I.M. Pei's iconic glass pyramid to Leonardo da Vinci's Mona Lisa.

Day 9: Paris: London – Travel by Eurostar train to London. – Take a walking tour of London: the Strand; Trafalgar Square; Leicester Square; Covent Garden. Ride the London Eye for a spectacular view of the city. Attend a performance at the London Theater.

Day 10: London – Visit the Tower of London. – Take an expert-led tour of London.

Day 11: Depart for home

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

**TO:** School Committee Members  
**FROM:** Richard J. Mathieu, Director of Finance and Operations  
**CC:** Steven Lamarche, Superintendent  
**DATE:** November 13, 2023  
**SUBJECT:** Finance Director Update – November 15, 2023

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**Charlton Green Communities**

The Town of Charlton has once again shared its Green Communities grant opportunities with the District. As a result, there are two projects which will be applied for – both at Charlton Middle School. The first is LED lighting upgrades and the second is an upgrade of the transformers and refrigeration control. With support of the Green Communities grant the overall cost to the District is approximately \$48,076, repaid through On Bill financing. The net savings is projected to end up around \$1,100 monthly.

Thanks must be extended to the Town of Charlton for continuing to support the District through inclusion in the Green Communities programs.

**Solar Projects – Overview**

Dave Bisson from Solect Energy will be at the meeting to present an opportunity for the District to add solar panels to some roofs in the District (two new middle school roofs plus Heritage), as well as discuss the potential of a new state grant earmarked to create solar-ready roofs by paying for roofing upgrades/replacements if there will be solar panels added after the project. These projects have been very successful in other Districts, and the numbers show great potential for DCRSD to continue its green initiatives while locking in a very favorable electricity rate for the next 20-25 years. A vote for participation is required for this item.

November 15, 2023

Dudley-Charlton Regional School District (DCRSD) School Committee  
68 Dudley-Oxford Road  
Dudley, MA 01571

Dear Members of the DCRSD School Committee,

Thank you for the opportunity to present this exciting portfolio of proposed solar photovoltaic (PV) projects at DCRSD school sites.

The proposed projects would be financed as Power Purchase Agreements (PPA) through our company, Solect Energy. The PPA structure will allow the schools to access clean, on-site solar energy at **zero upfront cost**, and will provide **estimated net savings of up to \$7.68 million** over the next 25 years by delivering solar energy at a fixed per-kWh price that is substantially lower than the current cost of grid-delivered electricity while providing a powerful hedge against future increases in grid-delivered electricity prices.

Solect is the leading provider of solar energy and battery storage solutions to school districts and public entities in the Northeast US, with a focus on Massachusetts. Headquartered in Hopkinton, MA and founded in 2009, Solect is a full-service, vertically integrated solar provider that will develop, finance, interconnect, permit, construct, own, operate, maintain, and insure the proposed solar systems for the full term of their PPA contracts (20-25 years, depending on the building). Solect will also remove the systems at its own cost at the end of the PPA terms.

Solect is offering these solar proposals through the PowerOptions Solar and Storage Program. PowerOptions is a nonprofit with the mission to ‘reduce the cost, carbon, and complexity of energy for nonprofits and public entities.’ PowerOptions’ role is to administer the program through which the DCRSD and the Towns of Charlton and Dudley are allowed, under state law, ([M.G.L. Chap. 164, Sec. 137](#)) to **contract directly with Solect without having to conduct project-level competitive procurements**. PowerOptions ensures that the terms of any offers under its program comply with its program rules and RFP, and helps to facilitate successful project development by answering questions, offering commentary, and generally advocating for its members throughout the process.

Solect, in collaboration with district staff, is requesting that the Committee vote to authorize the Superintendent or School Committee Chair to sign the enclosed Letter of Intent (LOI) for five (5) proposed solar projects. There is no risk to signing the LOI: the district would not incur any costs and would not agree to reimburse Solect for any of its future costs. **Signing the LOI as soon as is practicable, with a targeted date of 11/17/23, will provide multiple benefits to the District** by (1) enabling Solect to apply by 12/31/2023 for highly time-sensitive state incentives through the MA SMART program, (2) allowing Solect to submit time-sensitive interconnection applications to National Grid, and (3) adding credibility and strength to grant applications DCRSD may wish to submit in the next several months (once the application is published) to the state’s new [\\$50 million FY’24 Green School Works program](#), which could provide substantial state funding for roof reconditioning and/or replacement for two schools sites where roof work would be needed before solar can be installed (Mason Road School and Shepherd Hill RHS). Thank you for your consideration of this exciting proposal and the enclosed LOI.

Sincerely,

Dave Bisson  
Solect Energy  
Director of Business Development  
781-281-8474  
[dbisson@solect.com](mailto:dbisson@solect.com)

# Solsect Energy and PowerOptions

Dudley-Charlton RSD School Committee  
November 15, 2023 Meeting



# About Solect Energy

- Leader in non-residential solar in the Northeast
- Founded in 2009; headquartered in Hopkinton, MA
- Wholly owned subsidiary of [Pattern Energy Group](#)
- Full service solar and energy storage
  - Design ➡ Finance ➡ Install ➡ Monitor ➡ Maintain
  - Solar Roofs, Canopies, Ground, Energy Storage
- 700+ installations | 130+ MW | 95+ employees
- Services team monitors and manages 630+ projects
- DCAMM certified
- PowerOptions Consortium RFP Award winner
  - Solar and storage provider to towns, schools, municipal agencies, and non-profits in MA, CT, and RI



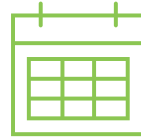
# Solar and Storage Power Purchase Agreement



No upfront cost



Fixed per-kWh price for  
20 to 25 years



20 to 25 Year Power  
Purchase Agreement (PPA)



PowerOptions as an advisor,  
advocate, and facilitator



Select to install, finance, operate  
and maintain system



Pre-negotiated favorable  
contract terms and conditions



Public entities may participate  
without conducting individual  
procurement  
(MGL Ch. 164, Sec. 137)



# Schools that currently have Solar-Ready Roofs

| Site                                                                        | Net PPA Savings, Term (2023 VoE*, Block 10) | Net PPA Savings, Term (2024 VoE*, Block 10) | Upside in Net PPA Savings from 2023 VoE* | Solar-Ready Roof? | System Size (kWdc) | Current Usage (kWh) | Solar Production Year 1 (kWh) | % of Current Usage Met by Solar |
|-----------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|------------------------------------------|-------------------|--------------------|---------------------|-------------------------------|---------------------------------|
| Charlton Middle School                                                      | \$2,099,780                                 | \$1,829,591                                 | \$270,189                                | YES               | 720.0              | 671,000             | 846,000                       | 126%                            |
| Dudley Middle School                                                        | \$1,353,877                                 | \$1,169,094                                 | \$184,783                                | YES               | 360.0              | 507,200             | 421,920                       | 83%                             |
| Heritage School (Charlton)                                                  | \$419,180                                   | \$316,659                                   | \$102,521                                | YES               | 186.7              | 682,500             | 216,222                       | 32%                             |
| <b>TOTAL</b>                                                                | <b>\$3,872,837</b>                          | <b>\$3,315,344</b>                          | <b>\$557,493</b>                         |                   | <b>1,267</b>       | <b>1,860,700</b>    | <b>1,484,142</b>              | <b>80%</b>                      |
| *VoE = Value of Energy, a key component of the SMART incentive calculation. |                                             |                                             |                                          |                   |                    |                     |                               |                                 |

**Charlton Middle**



**Dudley Middle**



**Heritage (Charlton)**



# PPA Cash Flow: Charlton Middle School

SMART Block 10

| Year | Solar Production (kWh) | Grid-Delivered Electricity Cost (\$/kWh) | Electric Savings | Solar PPA Rate (\$/kWh) | PPA Payment  | Net Savings        |
|------|------------------------|------------------------------------------|------------------|-------------------------|--------------|--------------------|
| 1    | 846,000                | \$0.1777                                 | \$137,510        | \$0.1145                | \$96,895     | <b>\$40,615</b>    |
| 2    | 841,347                | \$0.1821                                 | \$140,173        | \$0.1145                | \$96,362     | <b>\$43,811</b>    |
| 3    | 836,720                | \$0.1867                                 | \$142,887        | \$0.1145                | \$95,832     | <b>\$47,055</b>    |
| 4    | 832,118                | \$0.1914                                 | \$145,654        | \$0.1145                | \$95,305     | <b>\$50,349</b>    |
| 5    | 827,541                | \$0.1961                                 | \$148,474        | \$0.1145                | \$94,781     | <b>\$53,693</b>    |
| 6    | 822,990                | \$0.2010                                 | \$151,349        | \$0.1145                | \$94,259     | <b>\$57,089</b>    |
| 7    | 818,463                | \$0.2061                                 | \$154,279        | \$0.1145                | \$93,741     | <b>\$60,538</b>    |
| 8    | 813,962                | \$0.2112                                 | \$157,266        | \$0.1145                | \$93,225     | <b>\$64,041</b>    |
| 9    | 809,485                | \$0.2165                                 | \$160,311        | \$0.1145                | \$92,713     | <b>\$67,599</b>    |
| 10   | 805,033                | \$0.2219                                 | \$163,416        | \$0.1145                | \$92,203     | <b>\$71,213</b>    |
| 11   | 800,605                | \$0.2275                                 | \$166,580        | \$0.1145                | \$91,696     | <b>\$74,884</b>    |
| 12   | 796,202                | \$0.2332                                 | \$169,805        | \$0.1145                | \$91,191     | <b>\$78,614</b>    |
| 13   | 791,822                | \$0.2390                                 | \$173,093        | \$0.1145                | \$90,690     | <b>\$82,403</b>    |
| 14   | 787,467                | \$0.2450                                 | \$176,444        | \$0.1145                | \$90,191     | <b>\$86,253</b>    |
| 15   | 783,136                | \$0.2511                                 | \$179,861        | \$0.1145                | \$89,695     | <b>\$90,166</b>    |
| 16   | 778,829                | \$0.2574                                 | \$183,343        | \$0.1145                | \$89,202     | <b>\$94,142</b>    |
| 17   | 774,546                | \$0.2638                                 | \$186,893        | \$0.1145                | \$88,711     | <b>\$98,182</b>    |
| 18   | 770,286                | \$0.2704                                 | \$190,512        | \$0.1145                | \$88,223     | <b>\$102,289</b>   |
| 19   | 766,049                | \$0.2771                                 | \$194,201        | \$0.1145                | \$87,738     | <b>\$106,463</b>   |
| 20   | 761,836                | \$0.2841                                 | \$197,961        | \$0.1145                | \$87,255     | <b>\$110,706</b>   |
| 21   | 757,646                | \$0.2912                                 | \$201,794        | \$0.1145                | \$86,775     | <b>\$115,019</b>   |
| 22   | 753,479                | \$0.2985                                 | \$205,701        | \$0.1145                | \$86,298     | <b>\$119,403</b>   |
| 23   | 749,334                | \$0.3059                                 | \$209,684        | \$0.1145                | \$85,824     | <b>\$123,861</b>   |
| 24   | 745,213                | \$0.3136                                 | \$213,744        | \$0.1145                | \$85,352     | <b>\$128,393</b>   |
| 25   | 741,114                | \$0.3214                                 | \$217,883        | \$0.1145                | \$84,882     | <b>\$133,001</b>   |
|      |                        |                                          |                  |                         | <b>Total</b> | <b>\$2,099,780</b> |



# PPA Cash Flow: Dudley Middle School

SMART Block 10

| Year | Solar Production (kWh) | Grid-Delivered Electricity Cost (\$/kWh) | Electric Savings | Solar PPA Rate (\$/kWh) | PPA Payment  | Net Savings        |
|------|------------------------|------------------------------------------|------------------|-------------------------|--------------|--------------------|
| 1    | 421,920                | \$0.1778                                 | \$72,012         | \$0.0945                | \$39,885     | <b>\$32,127</b>    |
| 2    | 419,599                | \$0.1823                                 | \$73,407         | \$0.0945                | \$39,666     | <b>\$33,741</b>    |
| 3    | 417,292                | \$0.1868                                 | \$74,828         | \$0.0945                | \$39,448     | <b>\$35,380</b>    |
| 4    | 414,997                | \$0.1915                                 | \$76,277         | \$0.0945                | \$39,231     | <b>\$37,046</b>    |
| 5    | 412,714                | \$0.1963                                 | \$77,754         | \$0.0945                | \$39,015     | <b>\$38,739</b>    |
| 6    | 410,444                | \$0.2012                                 | \$79,259         | \$0.0945                | \$38,800     | <b>\$40,459</b>    |
| 7    | 408,187                | \$0.2062                                 | \$80,794         | \$0.0945                | \$38,587     | <b>\$42,207</b>    |
| 8    | 405,942                | \$0.2114                                 | \$82,358         | \$0.0945                | \$38,375     | <b>\$43,983</b>    |
| 9    | 403,709                | \$0.2167                                 | \$83,953         | \$0.0945                | \$38,164     | <b>\$45,789</b>    |
| 10   | 401,489                | \$0.2221                                 | \$85,578         | \$0.0945                | \$37,954     | <b>\$47,625</b>    |
| 11   | 399,280                | \$0.2277                                 | \$87,235         | \$0.0945                | \$37,745     | <b>\$49,490</b>    |
| 12   | 397,084                | \$0.2333                                 | \$88,925         | \$0.0945                | \$37,537     | <b>\$51,387</b>    |
| 13   | 394,900                | \$0.2392                                 | \$90,646         | \$0.0945                | \$37,331     | <b>\$53,315</b>    |
| 14   | 392,728                | \$0.2452                                 | \$92,402         | \$0.0945                | \$37,126     | <b>\$55,276</b>    |
| 15   | 390,568                | \$0.2513                                 | \$94,191         | \$0.0945                | \$36,922     | <b>\$57,269</b>    |
| 16   | 388,420                | \$0.2576                                 | \$96,014         | \$0.0945                | \$36,718     | <b>\$59,296</b>    |
| 17   | 386,284                | \$0.2640                                 | \$97,873         | \$0.0945                | \$36,516     | <b>\$61,357</b>    |
| 18   | 384,159                | \$0.2706                                 | \$99,769         | \$0.0945                | \$36,316     | <b>\$63,453</b>    |
| 19   | 382,047                | \$0.2774                                 | \$101,700        | \$0.0945                | \$36,116     | <b>\$65,584</b>    |
| 20   | 379,945                | \$0.2843                                 | \$103,670        | \$0.0945                | \$35,917     | <b>\$67,752</b>    |
| 21   | 377,856                | \$0.2914                                 | \$105,677        | \$0.0945                | \$35,720     | <b>\$69,957</b>    |
| 22   | 375,777                | \$0.2987                                 | \$107,723        | \$0.0945                | \$35,523     | <b>\$72,200</b>    |
| 23   | 373,711                | \$0.3062                                 | \$109,809        | \$0.0945                | \$35,328     | <b>\$74,481</b>    |
| 24   | 371,655                | \$0.3138                                 | \$111,935        | \$0.0945                | \$35,134     | <b>\$76,801</b>    |
| 25   | 369,611                | \$0.3217                                 | \$114,102        | \$0.0945                | \$34,940     | <b>\$79,162</b>    |
|      |                        |                                          |                  |                         | <b>Total</b> | <b>\$1,353,877</b> |



# Green School Works Program – Roof Replacement Grants

The final FY24 Massachusetts budget includes [\\$50 million for Green School Works](#).

- This important program is designed to provide grants to K-12 public schools for clean energy infrastructure projects, **including grants for rooftop repair or replacement to prepare for a solar project.**
- **Goal for Schools Applying for a grant:** be ready to submit a winning application when Green School Works program opens (expected in late Fall 2023)
- **Criteria for winning applications:** exact criteria are TBD pending DESE guidelines, but we expect the following to be important criteria: School has an old roof that needs replacement or reconditioning before going solar; the cost of roofing work is known and documented; the solar project is commercially ready (signed LOI with solar provider, signed Interconnection Agreement with utility, reservation in SMART incentive program, etc. – the more ready, the better)
- **No risk:** if the roof grant application is not successful, schools will not be required to move forward with the solar project and will not need to repay Solect for our incurred costs.



# Schools that currently need Solar-Ready Roofs

| Site                                                                        | Net PPA Savings, Term (2023 VoE*, Block 10) | Net PPA Savings, Term (2024 VoE*, Block 10) | Upside in Net PPA Savings from 2023 VoE* | Solar-Ready Roof? | System Size (kWdc) | Current Usage (kWh) | Solar Production Year 1 (kWh) | % of Current Usage Met by Solar |
|-----------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|------------------------------------------|-------------------|--------------------|---------------------|-------------------------------|---------------------------------|
| Mason Road School (Dudley)                                                  | \$677,951                                   | \$593,947                                   | \$84,004                                 | No                | 219.8              | 200,800             | 258,312                       | 129%                            |
| Shepherd Hill RHS                                                           | \$3,132,979                                 | \$2,478,923                                 | \$654,056                                | No                | 993.6              | 800,000             | 1,197,288                     | 150%                            |
| <b>TOTAL</b>                                                                | <b>\$3,810,930</b>                          | <b>\$3,072,870</b>                          | <b>\$738,060</b>                         |                   | <b>1,213</b>       | <b>1,000,800</b>    | <b>1,455,600</b>              | <b>145%</b>                     |
| *VoE = Value of Energy, a key component of the SMART incentive calculation. |                                             |                                             |                                          |                   |                    |                     |                               |                                 |

**Mason Road (Dudley)**



**Shepherd Hill RHS**



# All Schools Analyzed by Solect Energy

| Site                                                                        | Net PPA Savings, Term (2023 VoE*, Block 10) | Net PPA Savings, Term (2024 VoE*, Block 10) | Upside in Net PPA Savings from 2023 VoE* | Solar-Ready Roof? | System Size (kWdc) | Current Usage (kWh) | Solar Production Year 1 (kWh) | % of Current Usage Met by Solar |
|-----------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|------------------------------------------|-------------------|--------------------|---------------------|-------------------------------|---------------------------------|
| Charlton Middle School                                                      | \$2,099,780                                 | \$1,829,591                                 | \$270,189                                | YES               | 720.0              | 671,000             | 846,000                       | 126%                            |
| Dudley Middle School                                                        | \$1,353,877                                 | \$1,169,094                                 | \$184,783                                | YES               | 360.0              | 507,200             | 421,920                       | 83%                             |
| Heritage School (Charlton)                                                  | \$419,180                                   | \$316,659                                   | \$102,521                                | YES               | 186.7              | 682,500             | 216,222                       | 32%                             |
| Mason Road School (Dudley)                                                  | \$677,951                                   | \$593,947                                   | \$84,004                                 | No                | 219.8              | 200,800             | 258,312                       | 129%                            |
| Shepherd Hill RHS                                                           | \$3,132,979                                 | \$2,478,923                                 | \$654,056                                | No                | 993.6              | 800,000             | 1,197,288                     | 150%                            |
| <b>TOTAL</b>                                                                | <b>\$7,683,767</b>                          | <b>\$6,388,214</b>                          | <b>\$1,295,553</b>                       |                   | <b>2,480</b>       | <b>2,861,500</b>    | <b>2,939,742</b>              | <b>103%</b>                     |
| *VoE = Value of Energy, a key component of the SMART incentive calculation. |                                             |                                             |                                          |                   |                    |                     |                               |                                 |

Thank you!

Dave Bisson  
 Director, Business Development  
 dbisson@solect.com  
 781-281-8474 mobile



A graphic with an orange background featuring school supplies: a protractor, a ruler, a spiral notebook, and a green highlighter. The text "Professional Development Update" is written in large, white, sans-serif font across the center.

# Professional Development Update

## January 12, 2024

The Professional Development Committee and I came up with a reasonable plan that balances both district obligations with professional choice.

The format for the day will be 2 sessions - one AM and one PM. Teachers will have an hour for lunch on their own between sessions.

The morning sessions will be focused around Special Education with all general education teachers attending a presentation on Least Restrictive Environment (LRE). Special Education teachers and Related Service providers will be working on the structure of the new IEP and how best to transition to the new template for the 24-25 school year.

Afternoon Sessions will follow 1 of 3 formats:

- Teachers can submit a proposal for PD from outside of the district (attend a webinar, conference, collaborate with colleagues, etc)
- Teachers can take advantage of a session of interest with a presenter:
  - Braintracks: Executive Functioning- how does it impact our learners?
  - Norma Borenstein-Gordon: Building Thinking Classrooms in Mathematics by Peter Liljedahl
  - Tara Trainor: Feedback, planning, and tech tools to use with UDL
  - CPR Training by DCRSD nurses in the afternoon for PE and Health
  - Deescalation strategies for the classroom
  - Paraprofessional training site that offers hundreds of classes for paras to choose from depending on their needs
- Teachers can propose a session they would like to offer colleagues
- More options for presenters to come!

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## Ongoing PD 23-24 School Year

**Middle School Math Coaching:** We have been awarded a HQIM extension grant that allows us to pay for coaching at both Middle Schools this year. This is a great opportunity to support teachers with year two of implementing

Houghton Mifflin Into Math as well as to support the pedagogical shifts required to elevate students' mathematical practices and reasoning skills.

**Potential LRE Work in our Intensive Learning Centers and with Speech and Language Pathologists (SLPs):** We would like to begin our LRE work with our most intensive students and our SLPs with a coaching offering from Collaborative.org. This would be an opportunity for an outside source to help us evaluate our current programs and to make improvements that would create more inclusive environments for our students. This coaching would also provide supportive opportunities for Speech teachers to deliver services in groups, or to individuals within the classroom setting.

**Universal Design Coaching at the High School and potentially with History and ELA teachers at the middle schools:** We want to continue and support the work of UDL in our classrooms as a function of our work around LRE. UDL helps us to provide choices and options for students so they can be included in the regular education class. The UDL coach will meet with Department Heads at the High School for PD sessions, coaching, looking at data, planning, and observing in classrooms. Monthly sessions will run from January to May.

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

### POLICY

#### Harassment

#### **ACBB**

Harassment of students by other students, employees, vendors and other 3rd parties will not be tolerated in the Dudley-Charlton Regional School District. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States or on a school sponsored trip abroad. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations or potential legal action.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student- to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of the Title IX Coordinator or building based employees, who may include principals or their designees. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee as a condition for an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment, and sexual assault as the [Federal Clery Act](#) defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools immediately report cases of suspected child abuse orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals, these offences and any other serious matters shall be referred to local law enforcement. Schools must treat all reports of sexual harassment seriously that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender diverse students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, the District will respond promptly to complaints of harassment including sexual harassment. Following an investigation where it is determined that such inappropriate conduct has occurred, the District will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the District's goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit the District's authority to discipline or take remedial action for conduct which the District deems unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because he/she has filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school District to respond when the District has actual notice of sexual harassment. School Districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

## **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 3) The clear and convincing evidence or preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators , investigators, and decision-makers being free from bias or conflict of interest;
- 7) Equal opportunity for parties to appeal, where schools offer appeals;

Upon filing a formal complaint, the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For PreK-12+ schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A District may establish an informal investigation process that may, upon the request of the complainant, be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the District, or his/her designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the District shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the

conduct of the results of that investigation.

## **RECORD KEEPING REQUIREMENTS**

The District and/or schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. The District and/or schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements, shall be distributed by the Dudley-Charlton Regional School District to its students and employees and each parent or guardian shall sign that he/she has received and understand the policy.

- The Dudley-Charlton Regional School District Title IX Coordinator is ~~Dr. Brian Ackerman~~ Steven M. Lamarche at 508.943.6888 x ~~278-142~~ and ~~backerman~~ slamarche@dcrsd.org

School specific complaints will be received by;

- Mason Road School – Principal Jennifer Desto 508.943.4312 x 611 and jdesto@dcrsd.org
- Charlton Elementary School – Principal ~~Jennifer Lilley~~ Laura Ramos 508.248.7774 x 251 and ~~jilley~~ lramos@dcrsd.org
- Heritage Elementary School – Principal Peter Olson 508.248.4884 x302 and polson@dcrsd.org
- Dudley Elementary School – Principal Kelly True 508.943.3351 x610 and ktrue@dcrsd.org
- Dudley Middle School – Principal ~~Christopher Starezewski~~ Eugene Rich 508.943.2224 x1101 and ~~estarezewski@dcrsd.org~~ erich@dcrsd.org
- Charlton Middle School – Principal ~~Dean Packard~~ Stacy Monette 508.248.1423 x1102 and ~~dpackard@dcrsd.org~~ smonette@dcrsd.org
- Shepherd Hill Regional High School – Principal Darren Elwell 508.943.6700 x160 and delwell@dcrsd.org

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8th Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,

John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

Please note the above entities have specified time limits for filing a claim.

LEGAL REF.: M.G.L. [151B:3A](#)

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

SOURCE: MASC July 2020

[Federal Clery Act](#)

|         |                   |
|---------|-------------------|
| Adopted | December 11, 1996 |
| Amended | March 27, 2002    |
| Amended | October 25, 2006  |
| Amended | December 12, 2012 |
| Amended | April 10, 2019    |
| Amended | October 27, 2021  |

# Dudley-Charlton Regional School District

## Policy

### Staff Technology Acceptable Use

**IJNDB**

The purpose of the Dudley-Charlton Regional School District's Staff Technology Acceptable Use Policy is to provide guidelines for using district technology resources while complying with the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA) and other district policies, as well as all federal and state laws.

For purposes of this policy, "staff" refers to all Dudley-Charlton Regional School District employees, contracted service personnel, and any volunteers working within the district or schools. It is the responsibility of the staff to read, understand, and abide by the rules of this Acceptable Use Policy.

In addition, "technology resources," "computers," "network infrastructure," and "cloud computing" all refer to any and all equipment, services, or online resources, in whole or in part, owned, maintained, installed, or operated by or contained within the buildings or managed by the Dudley-Charlton Regional School District.

Amendments and modifications to this policy may be approved by the school committee from time to time and will be posted for viewing.

## **I. Introduction**

This Acceptable Use Policy shall serve as a statement on the appropriate use of any and all technology resources available to staff of the Dudley-Charlton Regional School District including, but not limited to, district owned computers, tablets, printers, network, electronic mail system (e-mail), district provided websites, cloud computing technologies, and Internet access. It is the Dudley-Charlton Regional School District's goal to promote educational excellence with the assistance of these technology resources. This Acceptable Use Policy addresses many state requirements intended to ensure the integrity of personal information as outlined by the Massachusetts personal privacy laws and is also necessary to obtain E-rate financial assistance.

## **II. Responsibilities and Expectations**

### **A. Security and Passwords**

The Dudley-Charlton Regional School District has a legal duty to reasonably protect all personal data (staff and student) in the district's possession from unauthorized disclosure. To that end, all staff must uphold any and all security methods that have been developed to protect this sensitive data.

Under no circumstances should staff divulge their personal DCRSD password to anyone for any reason or attempt to access someone else's personal DCRSD accounts. There are management software and or directory information exceptions and credentialed education software exceptions for the strict purpose of teaching in the DCRSD. All passwords are unique and are the first and most important security measure in place to protect files and computer access. If, at any time, a password or computer has been compromised or even suspected of being compromised, staff must contact the district IT Department immediately.

Computers should never be left "unlocked" while unattended. Staff must lock or log out of their computers when not in use in order to protect confidential data and files. All district managed computers will automatically lock after twenty minutes of inactivity. Students are not allowed to use staff accounts under any circumstance. If staff chooses to allow a student to use their computer, the staff member must log out so the student can log in with a "student" account. Staff should not display personal data on their computers if there is a chance that it could be seen by others who are not authorized to view that data.

Staff should limit the amount of school related data that leaves any school building to the minimal amount absolutely necessary for a staff member to perform his or her essential job functions. This data, whether residing on laptops, USB drives, email attachments, or any other method of transport, must be reasonably protected from loss or theft. Staff has an even greater responsibility to safeguard any information transported outside of our buildings so that it remains confidential.

## **B. Internet Access**

The Internet is provided to staff as an educational resource and it is the Dudley-Charlton Regional School District's intention that the use of the Internet be for that purpose and not for personal use. Internet access provides a vast array of immediately accessible, invaluable resources. Along with this substantial educational benefit comes the potential to access online resources that include information or material that lacks educational value and can be inaccurate, controversial, objectionable, offensive, defamatory and even illegal.

The Dudley-Charlton Regional School District does not condone the access or use of inappropriate materials at any time and prohibits the use of district technology resources to access such material. The district filters the content of many of these inappropriate resources but it is ultimately the responsibility of the staff to assure that any access of material is appropriate for educational use. Therefore, all staff will be held responsible for ensuring that their activities conform to this acceptable use policy. Under no circumstances should staff attempt to access websites that are blocked by district content filters by attempting to bypass the filters using various methods including, but not limited to, proxy services, VPN connections or other software. If a staff member feels that a website should not be blocked they should submit a request through the district IT department's help desk system to have the website reviewed.

## **C. Social Networking, Blogs, Personal Websites and Forums**

The Dudley-Charlton Regional School District prohibits staff from publishing content of any kind to any social network, non-district supplied blog, or online message forum while using the district's technology resources. Exceptions to this rule may be granted to specific school-related activities only with express, written permission from the respective building principal.

Staff should be aware that their online behavior, whether posting as a staff member or on their own personal time, has the potential to reflect negatively upon the district and to lead to disciplinary action where warranted. While the district recognizes the division between school and personal activities, staff is reminded to be cautious and to consider the ramifications of any public posting (including without limitation any text, image or link thereon) and how it might affect their professional reputation and that of the district, and their future. Under no circumstance should any posting be represented as an official Dudley-Charlton Regional School District position or opinion absent specific, written authorization to do so. Staff must ~~also be familiar with~~ review and abide by all other district policies, including those concerning the use of social networks.

## **D. Dudley-Charlton Regional School District Websites**

The Dudley-Charlton Regional School District's websites have been established to communicate events and information to staff, students, parents, and the community. In order to provide the proper message to the community, staff is required to abide by common sense guidelines when posting content on district websites (as with any posting on the Internet). Any such posting should be educationally related, responsibly developed, professionally delivered, and correct for the target audience. Links to off-site resources that are not controlled by the district should be scrutinized thoroughly and on a regular basis to ensure they remain appropriate. In order to maintain the safety of Dudley-Charlton Regional School District's students, use of student work, pictures of students, or any other information that would allow for the identification of any student is strictly forbidden without the express, prior, written permission of the parent(s) or guardian(s) of the student. All information about students posted online must comply with the district's policy on student records, the Federal Family Education Rights and Privacy Act, and any other

applicable state and federal laws.

All online content may be inspected without notice to ensure that it conforms to this acceptable use policy as well as local, state, and federal laws. Any content that does not meet these requirements will be removed immediately and notice given to the staff member responsible. Such removal and notice shall be in addition to any other remedy the district may have as to inappropriate material, all of which the district expressly reserves.

### **E. Dudley-Charlton Regional School District Instant Messaging**

Communications by Dudley-Charlton Regional Schools District provided Instant Messaging is continuously logged by the district. Since all electronic communication is subject to the requirements of M.G.L. Chapter 66 and therefore a public record unless exempted as such by very limited statutory or judicially-recognized exceptions or privilege, a copy of the message log must be maintained and archived.

### **F. Dudley-Charlton Regional School District Email**

All Dudley-Charlton Regional School District staff is assigned an email account for the sole purpose of communicating during the course of their employment with other staff, peers, parents/guardians, and in specific cases, students. District email must not be used for any personal, non-school related purpose. All email messages sent and received, including any attachment(s), are subject to the requirements of M.G.L. Chapter 66 and are not considered to be private. Therefore, all emails sent and received, including attachments, are considered part of the public record and will be treated as such as required by law. All email messages are archived to conform to these requirements.

When communicating by email, staff members are deemed to be representing the Dudley-Charlton Regional School District in an official capacity. All communication should be professional, respectful, and appropriate. Under no circumstances should any information be conveyed by email that would risk divulging any personal information. All communications must conform to any and all confidentiality guidelines as well as local, state, and federal laws.

Staff is expected to use common sense and reasonable care when replying to or forwarding any email communication so that only the appropriate recipients will receive the information it contains and to ensure that all confidentiality is maintained.

All school-related email communications must be sent through staff school email accounts; staff is not allowed to use their personal accounts for school business. Staff email accounts are accessible from any Internet-capable computer and should be used even when working off school premises on school related business.

Email messages to students, when such are necessary, ~~are restricted to~~ should be classroom related topics only. Staff ~~is required to terminate~~ must be cautious with any email communication that strays from the educational subject area and ~~to must~~ notify their building principal ~~immediately~~ of any such instance that occurs as soon as feasible. For student crises emails, e.g., threats of harm to self or others, staff must contact school administration during the school day or emergency services outside of school operational hours.

### **G. Dudley-Charlton Regional School District Student Information System**

The Dudley-Charlton Regional School District uses a student information system (SIS) to track student demographics, grades, attendance, and other confidential information. Staff is required to maintain a strict, high level of confidentiality with all information contained within this system as required by district policy and state and federal regulations.

Under no circumstance may staff allow access to the SIS information by an unauthorized user. This

includes, but is not limited to, casual or “over the shoulder” viewing of computer displays, unattended computers or print outs, or failure to log out of the SIS when not in use. Staff is forbidden to use any data contained within the SIS for unauthorized use such as, but not limited to, sharing contact information, disclosure of health or legal alerts, divulging information to a non-custodial parent other than in accordance with law, or any other use that violates local, state, or federal confidentiality.

## **H. Dudley-Charlton Regional School District Equipment**

The Dudley-Charlton Regional School District supplies technology resources and equipment to its staff for educational purposes. Use of these resources or equipment for recreational, personal, commercial, or other non-educational purposes is strictly forbidden. Staff shall bear full responsibility and liability, whether legal, financial, or otherwise, for their actions when using the district’s equipment.

In addition, staff will not intentionally cause any adverse effect upon or performance of any equipment or network, including, but not limited to, intentional damage, failure to protect equipment from potential damage, deleting another person’s files, storing unnecessarily large files (such as music, pictures or videos), installation of unauthorized software, or any other action that would cause failure or deteriorated use of the district’s equipment. Staff is required to immediately notify the district IT Department if they have identified a possible security problem so the appropriate measures can be taken by the district IT Department to rectify the situation. Staff will not reconfigure devices in any way that will prevent the district IT Department from managing or monitoring the device. This includes, but is not limited to, removing or replacing the operating system or configuring the device to “dual boot” multiple operating systems, installing software firewalls or other security software for the purpose of blocking connectivity to the device by the district IT Department or changing system settings from their default “managed” configuration. Staff may install software on their device as long as the appropriate licenses have been purchased and the software does not interfere with any other district software or abrogate any district policy or any law.

## **I. Personal Devices**

Staff is allowed to connect “personal” devices including laptops, tablets and cell phones to the Dudley-Charlton Regional School District’s “Guest” wireless networks, provided the devices are used as an educational resource and all activities conform to this acceptable use policy. “Personal” devices are defined as any device not owned by the Dudley-Charlton Regional School District. Should staff decide to bring in “personal” devices, they do so at their own risk. The Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged “personal” devices. Staff should understand the district IT Department will provide no technical support or assistance for “personal” devices. This includes, but is not limited to, wireless connectivity issues, virus/malware infections, loss of data, hardware and software issues. Staff should understand that all “Guest” wireless network traffic is filtered, logged and monitored. Staff should also understand that unauthorized use of resources through this access may give rise to a claim for damages and/or be a criminal offense. Connecting “personal” devices including, but not limited to, computers, tablets, network printers, wired or wireless routers, switches, wireless access points/extenders or network scanners to “non-guest” wired or wireless networks is not allowed. However, staff may connect some “personal” peripherals such as mice, keyboards, and USB connected printers and scanners directly to district owned computers with the understanding that the “personal” peripherals will not be supported by the district IT Department.

## **III. Privilege**

The use of Dudley-Charlton Regional School District technology resources is a privilege, not a right. Therefore, the district offers no guarantee of availability of any technology resource or equipment. The use of any or all technology resource or equipment may be revoked, either temporarily or permanently, for any reason outlined in this Acceptable Use Policy or for other, good cause.

## **IV. Intentional Violations**

The Dudley-Charlton Regional School District is aware that violations of this policy may occur under circumstances where the staff is involuntarily routed to websites containing inappropriate information or material. Upon arriving at such websites, it is the responsibility of the staff member to immediately exit such site as quickly as possible. The district is also aware that commercial vendors and other individuals may secure E-Mail addresses of staff members and use these addresses to propagate or otherwise deliver viruses, worms, commercial advertisements, solicitations, etc., under circumstances where the staff member has no control, intention, or desire to access or transmit the offending information or material. Accordingly, disciplinary action under this policy shall only result from a knowing or intentional violation of this policy.

Notwithstanding, the Dudley-Charlton Regional School District reserves the right to discipline any staff member for a violation of this policy where it is apparent that the staff member knew, or should have known, that a violation of this policy was likely to occur as a result of the action, or inaction, of the staff member in question. As soon as possible, staff shall delete the unwelcomed material and remove it from the district's computer systems, unless the preservation of such material is necessary to pursue disciplinary or legal action against the staff member or another staff member or student. Further, staff should take appropriate steps to discourage and/or prevent further unwelcomed deliveries or transmissions, including, if necessary, reporting the situation to the district IT Department so that appropriate steps can be taken to prevent further violations of this policy, be they knowing, intentional or inadvertent and unintentional.

## **V. Disciplinary Actions**

Staff violation of this Acceptable Use Policy and/or other Dudley-Charlton Regional School District policies shall result in, but is not limited to, one or more of the following:

- Restriction, suspension or revocation of access privileges
- Written warnings or a letter of reprimand in the personnel file
- Other remedies, such as suspensions and terminations as covered under Massachusetts law
- Referral to the appropriate legal authorities for possible criminal prosecution
- Civil liability

The district will cooperate fully with local, state and federal officials in any investigation related to any illegal activity conducted through the use of the district's technology resources. In the event there is a claim that a user has violated this policy in using the technology resources, he/she will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.

## **VI. Privacy**

Staff has no right of privacy with regard to their use of the Dudley-Charlton Regional School District's technology resources, which includes but is not limited to, district computers, network, electronic mail system (e-mail), websites and Internet access. The district retains ownership and possessory control of its technology resources. The Dudley-Charlton Regional School District does not guarantee, and staff should not have any expectation of, confidentiality, privacy, security or ownership of the content of any information accessed, sent, received, created or stored thereon. All staff should realize that electronic communications and other information sent through the Internet are accessible by third parties, specifically the Internet Service Provider.

The district networked technology resources are maintained and managed by the district IT Department in such a way as to ensure its availability and reliability in performing the Dudley-Charlton Regional School District educational mission. Staff are advised that a system administrator or other authorized district staff member may, at any time, without advance notice to staff, monitor, access, modify, remove, review, retrieve and/or disclose the subject, content and appropriateness of any and all information stored or transmitted on district technology resources, including information that may have been deleted but still exists on the system. All staff is put on notice that deleted messages may be retrieved or restored at any time. During routine maintenance the district IT Department or designee may delete files stored on any of the district technology resources.

The Dudley-Charlton Regional School District reserves the right to record all Internet addresses and electronic communications accessed by staff. Likewise, the district has the right to determine what information is posted on its website and it will routinely monitor all technology resources in order to maintain their integrity and to ensure compliance with this policy. Any and all violations of this policy detected by the district IT Department will be reported to the school principal or appropriate district Administrator for disciplinary action.

## **VII. Liability**

The Dudley-Charlton Regional School District makes no warranty of any kind, whether express or implied, for the technology services it is providing. While the district will make reasonable efforts to preserve data, the responsibility for it lies with the staff. Staff should regularly backup all important files to removable media so they are protected and can be restored in the event of a hardware failure. The district will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries or service interruption caused by its own negligence or a staff member's errors or omissions. The district will not be responsible for financial obligations arising through the unauthorized use of the system. The Dudley-Charlton Regional School District specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its technology resources. All staff must fully understand that the use of any information obtained through the Internet is at their own risk. To the extent that use of such district resources is not required as a condition of employment with the district, each staff member in choosing to make such discretionary use shall be deemed to have released and waived any and all claims and entitlement as to any loss, damage or expense arising out of or in connection with such use.

## **VIII. Copyright and Other Proprietary Materials**

It is the intent of the Dudley-Charlton Regional School District to adhere to the provisions of the U.S. Copyright Act, and the license agreements and/or policy statements contained in software packages or other resources used by the district. All staff shall respect the copyright and proprietary interest of any materials accessed through district technology resources. Staff may not duplicate copyrighted materials, graphics or software, including school owned software, without permission from the copyright holder, unless the use falls within the legal parameters of the Fair Use Doctrine, whether for personal use or for the use of others. The improper duplication or use of copyrighted materials is a violation of this policy and is subject to disciplinary action, as well as possible civil liability and criminal prosecution.

## **IX. Complaints**

Should any concerns arise regarding violations of this policy, the school principal or appropriate district administrator shall document all complaints in writing and shall conduct an investigation of the complaint and report to the superintendent any disciplinary action taken.

Staff who are disciplined as a result of this policy have the same appeal procedure as any disciplinary action, which is through the school principal or appropriate district employee, the superintendent or as outlined in their respective collective bargaining agreement.

## **X. Enforcement**

The Dudley-Charlton Regional School District uses technology protection measures (such as web content filters, firewalls, etc.) to filter or block Internet access to some websites that are not in accordance with district policy. The technology protection measure that blocks or filters access may be temporarily disabled by appropriate personnel upon request for bona fide research purposes by an adult. Websites that are blocked yet are educationally appropriate and not in violation of district policy can be unblocked if reported to the district IT Department. Only the district IT Director or his/her designee will have the authority to modify content filters, and the decision as to any such modification lies in the sound discretion of such Director. Logs created by any technology device can be used for the purposes of detection, identification, and enforcement of any part of this policy, as well as any other lawful purpose.

## **XI. Exemptions**

The Dudley-Charlton Regional School District recognizes that the job requirements of several staff positions may conflict with the specific language of this Policy. Accordingly, the superintendent may exempt such positions from portions of this policy as deemed necessary to carry out their individual responsibilities. It shall be the responsibility of superintendent to identify the specific sections of the policy that are inapplicable. An addendum shall be attached to the employee's signed Acceptable Use Agreement Form indicating the nature and extent of the exemption. Among the positions recognized as entitled to an exemption are superintendent, building principals, finance director, office support staff and district IT Department. Appropriate personnel will monitor use of the Internet to ensure enforcement of the policy.

Adoption June 25, 2014



# Dudley-Charlton Regional School District

## Staff Technology Acceptable Use Policy Agreement Form

**All staff is required to return a signed copy of this form to the district office prior to using any Dudley-Charlton Regional School District technology resources.**

1. I acknowledge that I have received, read, and fully understood the Dudley-Charlton Regional School District's Technology Acceptable Use Policy and that I agree to abide by the policies within.
2. I fully understand that use of the Dudley-Charlton Regional School District's "technology resources", including, but not limited to, district owned, tablets, printers, network, electronic mail system (e-mail), district provided websites, cloud computing technologies, and Internet access are provided for educational purposes only.
3. I understand that any violation of the Dudley-Charlton Regional School District's Technology Acceptable Use Policy may result in the restriction, suspension or cancellation of access privileges and may result in other disciplinary action, civil liability or criminal prosecution by the appropriate authorities.
4. I understand that if I choose to bring in personal devices, I do so at my own risk. I understand the Dudley-Charlton Regional School District is not responsible for lost, stolen or damaged personal devices. I also understand the district IT Department will provide no technical support or assistance for personal devices.
5. Amendments and modifications to this policy may be approved by the School Committee from time to time and will be posted for viewing.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Name: \_\_\_\_\_ (please print)



# **School Committee Goals 2023-2024**

## **Fiscal Responsibility**

- The Dudley-Charlton School Committee will revise its Capital Plan to reflect the needs for Shepherd Hill Regional High School.
- The Dudley-Charlton School Committee will continue its commitment to seeking cost-saving opportunities to ensure a sustainable budget for FY25.
- The Dudley-Charlton School Committee will seek input on budget priorities from staff, students, and community members and will educate the constituents on all aspects of the budget development process.
- The Dudley-Charlton School Committee will commission an operational audit during the 2023-2024 school year.

## **Enhance Educational Excellence**

- The Dudley-Charlton School Committee will seek to maintain the integrity of a comprehensive educational experience for all students.
- The Dudley-Charlton School Committee will ensure that students have access to modern equipment and technologies.

## **Enhance Community Outreach and Stakeholder Engagement**

- The Dudley-Charlton 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.

#### 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.