

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Budget and Finance Subcommittee

Wednesday January 10, 2024, 1:00PM

Via Video Conferencing

Join Zoom Meeting

<https://us06web.zoom.us/j/88256284020>

The meeting was called to order at 1:01 PM

1. Approval of Minutes (12/13/23)

A motion by C. Panczyk, second by J. Dell'Ovo to approve the minutes of the December 12, 2023, was approved unanimously.

J. Dell'Ovo – Yes

N. Enberg – Yes

C. Panczyk - Yes

2. FY25 Budget

- Update from meeting with towns

Superintendent Lamarche shares a detailed synopsis of the most recent meeting with the towns. The goal is to continue to move toward a joint meeting in February where the ideal budget is presented to the School Committee, Boards of Selectmen and Town Administrators.

3. Discussion of fees

Additional DCRSD Faculty and Staff joined the meeting to discuss the topic of fees:

- Darren Elwell, SHRHS Principal
- Andy Leach, SHRHS Assistant Principal
- Jim Scanlon, DCRSD Athletic Director
- Camie Lamica – District Treasurer and Interim Business Services
- Heather Harriman – DCRSD Director of Pupil Personnel Services

Director Harriman spoke on fees surrounding Preschool and Kindergarten, Mr. Scanlon was present to discuss athletic fees further if the need presented itself, and Principal Elwell and Assistant Principal Leach were available for input on parking fees, parking lots, waiting lists, etc.

4. Future Agenda Items

Continued discussion of fees and FY25

5. Adjourn

A motion by C. Panczyk, second by N. Enberg to adjourn the meeting at 2:08 pm was passed unanimously.

J. Dell'Ovo – Yes

N. Enberg – Yes

C. Panczyk - Yes

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

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1. Approval of Minutes (12/13/23)
2. FY25 Budget
 - Update from meeting with towns
3. Discussion of fees
4. Future Agenda Items
5. Adjourn

Athletic Fee Information

School	HS Enrollment	HS Fees?	HS Fee Structure	Family Cap?	Waivers	MS Fees?	MS Fee Structure
<i>Midland-Wachusett Interscholastic League</i>							
Algonquin	1213	Yes	\$150/sport/season	\$900 per school year	unknown	unknown	unknown
Ayer-Shirley	394	Yes	\$200/year	\$500 per school year	unknown	Yes	\$100/year
Bromfield (Harvard)	560	Yes	\$260-\$395/sport/season depending upon sport	unknown	unknown	Yes	\$300/sport/season
Clinton	587	<i>NO</i>	-	-	-	<i>NO</i>	-
Fitchburg	1246	Yes	\$50/sport/season	unknown	"70% are fully waived"	unknown	unknown
Gardner	804	<i>NO</i>	-	-	-	<i>NO</i>	-
Groton-Dunstable	680	Yes	\$400/sport/season (~\$750/season ice hockey; ~\$525/season skii)	\$1200 per school year	unknown	Yes	\$210/sport/season (\$1000 family cap per school year - <u>NOT</u> combined with HS family cap)
Hudson	808	Yes	\$125/sport/season (\$250/season ice hockey)	None	unknown	unknown	unknown
Leominster	1034	Yes	\$150/sport/season (\$250/season ice hockey) \$75/sport/season (2nd student; same season as 1st)	None	Reduced lunch = \$75/sport/season Free lunch = \$50/sport/season	unknown	unknown
Littleton	480	Yes	\$200/sport/season (\$425/season surcharge for ice hockey)	\$550 per school year	unknown	unknown	unknown
Lunenburg	440	Yes	\$225/sport/season (1st student); \$115/sport/season (2nd student, same season as 1st); \$60/sport/season (3rd student; same season as 1st & 2nd) (ice hockey assesses extra fees)	\$400 per season	unknown	unknown	unknown
Marlborough	1064	<i>NO</i>	-	-	-	<i>NO</i>	-
Maynard	316	Yes	\$400/year 1st student; \$200/year each additional family member	None	"Waivers available"	unknown	unknown
Murdock	263	Yes	\$160 1st sport/1st student; \$120 2nd sport/3rd sport/additional family members same season; \$190 football & ice hockey	\$500 per school year	Free/Reduced lunch (1st sport) = \$120/sport/season Free/Reduced lunch (additional sports/family members) = \$80/sport/season	unknown	unknown
Narragansett (Templeton/Phillipston)	468	Yes	\$100 1st sport / \$50 2nd sport / \$25 3rd sport	\$500 per school year	unknown	unknown	unknown
Nashoba (Bolton/Lancaster/Stow)	831	Yes	\$150/sport/season (ice hockey/ski/swim assess extra fees)	None	unknown	unknown	unknown
North Middlesex (Ashby/Pepperell/Townsend)	779	Yes	\$245/sport/season	unknown	unknown	Yes	\$100/sport/season

Oakmont (Ashburnham/Westminster)	658	Yes	\$285/sport/season	None	unknown	unknown	unknown
Quabbin (Barre/Hardwick/Hubbardston/New Braintree/Oakham)	566	unknown	unknown	unknown	unknown	unknown	unknown
Shepherd Hill (Dudley/Charlton)	923	Yes	\$150/sport/season	\$500 per school year	Free/Reduced lunch = fullwaiver	NO	-
Shrewsbury	1823	Yes	\$325/sport/season	\$975 per school year	Reduced lunch = \$150/sport/season Free lunch = \$50/sport/season	unknown	unknown
Tahanto (Berlin/Boylston)	515	Yes	\$250/sport/season	\$600 per school year	unknown	unknown	unknown
Tyngsborough	414	Yes	\$300 1st sport / \$200 2nd sport / \$100 3rd sport	None	unknown	unknown	unknown
Wachusett (Holden/Paxton/Princeton/Rutland/Sterling)	1930	Yes	\$250/sport/season	\$350 per school year	Reduced lunch = \$175/sport/season	unknown	unknown
West Boylston	433	Yes	\$225/sport/season (\$125/sport/season for 2nd student-athlete in the same season)	\$750 per school year	Reduced lunch = \$60/sport/season Free lunch = full waiver	unknown	unknown
Westborough	1178	Yes	\$200/sport/season	\$600 per school year	unknown	unknown	unknown
<u>Southern Worcester County League</u>							
Auburn	841	NO	-	-	-	-	-
Bartlett	365	NO	-	-	-	-	-
Grafton	875	NO	-	-	-	-	-
Leicester	414	Yes	\$100/sport/season	\$300 per school year	Free/Reduced lunch = full waiver	Yes	\$75/sport/season (\$225 cap per school year)
Millbury	740	NO	-	-	-	-	-
Northbridge	513	Yes	\$250/sport/season	None	unknown	unknown	unknown
Quaboag (Warren/West Brookfield)	354	Yes	\$75/year	\$150/year	unknown	NO	-
Southbridge	457	NO	-	-	-	-	-
Tantasqua (Brimfield/Brookfield/Holland/Sturbridge/Wales)	677	NO	-	-	-	-	-

NOTES:

- Athletic fees were first implemented by SC at Shepherd Hill prior to 2004-2005 academic year at a rate of \$100/sport/season, with a family cap of \$400 per school year
- An athletic fee increase at Shepherd Hill was implemented by SC prior to 2012-2013 academic year at a rate of \$150/sport/season, with a family cap of \$500 per school year (8 years after initial implementation of fees)
- We have not seen an increase in athletic fees for the last 10 years; athletic fees have never historically been assessed at the middle schools
- Total revenue generated by high school athletic fees, as found in Athletic Department records, are as follows:

2011-2012	\$58,925.00	
2012-2013	\$81,850.00**	(Increase in fees from \$100pp to \$150pp & \$400 family cap to \$500 family cap)
2013-2014	\$79,725.00	
2014-2015	\$65,025.00	
2015-2016	<i>missing</i>	
2016-2017	\$59,660.00	
2017-2018	\$58,650.00	
2018-2019	\$31,300.00	
2019-2020	\$11,250.00**	(COVID closures)
2020-2021	\$50,350.00**	(Modified seasons due to COVID; reduced fees in Winter - \$100pp & Fall II - \$75pp)
2021-2022	\$61,840.00	
2022-2023	\$67,500.00	

- Using 2022-2023 registration numbers, we had approx. 585 registrations at Shepherd Hill, 206 registrations at Charlton Middle, and 162 registrations at Dudley Middle across 3 seasons of participation
- Accounting for roughly 15% free/reduced lunch waivers, this would bring overall PAID registrations to approx. 497 at SHRHS, 175 at CMS, and 137 at DMS
- Approximate fee increase proposals for Shepherd Hill are as follows:

[illegible]

- Approximate fee implementation proposals for Charlton Middle and Dudley Middle are as follows:

[illegible]

FACTS FOR CONSIDERATION:

- Exploration of eliminating family cap? (Approx. 44% SHRHS student-athletes are multi-sport; approx. 29% CMS student-athletes are multi-sport; approx. 20% DMS student-athletes are multi-sport)
- Exploration of annual fee at middle school, as opposed to per sport/per season? (additional funds generated; possible attrition; increased participation at fixed cost...)
- Middle school athletic experience (vastly different than high school experience; shorter seasons; shorter games; fewer practices; increased likelihood of dropped games/seasons; lack of officials; etc.)
- Several schools listed above are junior/senior high schools, therefore 7th and 8th grade students are paying high school fees, but can participate on high school teams without waivers

	Number of Role Models	Number of Students on IEP's	Number of Paraprofessionals					
MRS M/W AM (Class 1)	9	3	1					
MRS T/Th AM (Class 1)	9	2	1					
MRS M/W AM (Class 2)	8	4	2					
MRS T/Th AM (Class 2)	8	5	2					
MRS M/W PM	8	1	1					
MRS T/Th PM	8	2	1					
CES Tues/Thurs AM	7	7	3					
CES W/F AM	8	8	3					
CES T/W/Th/F PM (Class 1)	6	6	3					
CES T/W/Th/F PM (Class 2)	8	7	2					
CES ILC T-F AM (Class 1)	0	6	3					
CES ILC T-F AM (Class 2)	0	5	2					
CES ILC T-F PM	0	7	2					
Total	79	63	*26					
MRS - 1.5 integrated PK teachers								
CES - 1.5 integrated PK teachers; 1.5 ILC PK teachers								
Goal is 15 students total - 8 role models and 7 students with disabilities (based on instructional grouping requirements)								
*This is the total number of paraprofessionals when you add all of the sessions; the same paraprofessional is in multiple sessions so this number is misleading.								
*CES has 8 PK paras								
*MRS has 2.5 PK paras								

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
STUDENT FEES HISTORY**

	Athletics*	Parking	Preschool**
2004	100	100	500
2005	100	100	500
2006	100	100	550
2007	100	100	550
2008	100	100	600
2009	100	100	600
2010	100	100	600
2011	100	100	600
2012	100	100	600
2013	150	100	800
2014	150	100	800
2015	150	100	800
2016	150	100	800
2017	150	150	800
2018	150	200	1000
2019	150	200	1000
2020	150	200	1000
2021	150	200	1000
2022	150	200	1000
2023	150	200	1000

*\$500 Maximum (per family, per year)

**Two half-days

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee of Wednesday, September 23, 2015, held at Charlton Middle School, 2 Oxford Road, Charlton, at 7 p.m.

In attendance were members of the School Committee:

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

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, Karen Ares, Terri A. Caffelle, Doris Dono, Jody A. O'Brien, Dean W. Packard, John D. Paire, Kathleen E. Pastore, Mary A. Pierangeli; district teachers Brooke Beverly; Stefan Sage, Students: Davide Sarkodee, Leah Bugar, Alex Myer, Emily Sprague; media representatives: Deborah LaPlaca, Telegram, Rich Earle, Audio-Visual Coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

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

II. Pledge of Allegiance

III. Approval of Minutes

a. *Minutes of Regular Meeting of Wednesday, September 9, 2015*

A motion by J. Pietrzak, seconded by C. Kabala to approve the minutes of the meeting of Wednesday, September 9, 2015, was approved. Mr. Chalk, Mrs. Rabbitt and Mrs. Reed abstained.

IV. Approval of Warrant

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

Warrant #	Amount
14	\$275,201.75
15	\$221,924.61
ITF16	\$470,670.89
1003DV	\$-299.93
1006DV	\$-301.63
1012D	\$409,118.58
1015D	\$1,860.34
1016D	\$421,146.37
1016P	\$1,129,358.01
Total	\$2,928,678.99

V. Citizens' Forum

No one spoke at this time.

VI. Communications

Mr. Chalk said he has received many positive comments about the renovated athletic field. He inquired about further modifications to a section of curbing which residents suggested is difficult to navigate. The section has been painted to make it more visible.

VII. Superintendent's Report

1. Mr. Desto has learned that the Back to School Listening Tour scheduled by Senator Ryan Fattman for Monday, September 28, has been postponed.
2. Mr. Desto has scheduled a Leaders Lunch on Tuesday, September 29, 2015 at noon.
3. Mr. Desto has submitted to the committee his Superintendent's Goals for the 2015-2016 school year. This will be posted on the website as well. He explained the five areas of emphasis as social, emotional and mental wellness of students, community connection, budget, commitment to strategic planning, and professional development.
4. Representatives from the Massachusetts School Building Authority have scheduled a site visit at Shepherd Hill on Tuesday, October 6 as a follow up to the district's Statement of Interest. The MSBA conducted a similar visit in 2012 and concluded Shepherd Hill did not rise to the same need as others in the state. If this SOI is accepted it is the first step in a lengthy process that ultimately could lead to state reimbursement of the costs of a large scale building/renovation project.

VIII. Student Representative Report

This item was tabled in Mr. Bugar's absence.

IX. New Business

a. Student Spotlight – Shepherd Hill

Mrs. Pierangeli introduced the members of the Student Advisory Committee and their respective assignments as they serve on Dudley and Charlton boards of selectmen, the Shepherd Hill Student Council and the school committee.

Present this evening were Leah Bugar, who spoke on academics and opportunities for challenging coursework; Davide Sarkodee, athletics; Emily Sprague, band and show choir; Alex Myer, Student Council and other extra-curricular activities. Members not present this evening are Jack Bugar, Jack Cedarberg, Riley French, and Bailey Ross.

b. District Educational Technology Plan – Mrs. Allen, Mrs. Ares and Mr. D'Arcangelo

Lorinda Allen, Karen Ares, and Dan D'Arcangelo reported on the district's technology plan, which is based on the national and state educational technology standards. Their report presented a clearer picture of both where the district stands currently and the direction in which we need to go for our students.

The district's Strategic Plan stresses the need for an educational technology plan. PARCC or other online testing necessitates increased funding to purchase additional devices. The technology plan also calls for 100% proficiency by staff. More proficient staff run workshops for colleagues to help them gain proficiency. The

high school staff will be targeted this fall, with professional development offered on integrating technology into the classrooms.

Mr. D'Arcangelo spoke about the infrastructure, which he said is about more than the network and switches but includes the devices in the classroom. He said PCs and laptops are replaced every five years. The IT staff is working to improve wireless connectivity in all buildings.

Mrs. Allen concluded that technology is a priority. 21st century schools are dependent upon its use by teachers, and thanked the committee for keeping this as a priority even in tight budget times.

Mr. Chalk asked if there are opportunities to rent sufficient numbers of devices. There are none that the district is aware of.

c. Director of Finance and Operations Report

Mr. Mathieu said he will be bringing forward items relative to FY 17 budget over the next several meetings. Mr. Mathieu reported he is in the process of completing a report to file with the Department of Revenue to generate excess and deficiency funds.

Mr. Mathieu met with a security camera company to generate a quote for a security system. There are requirements upon the district and complications with putting cameras on poles and buildings.

d. Budget and Finance Subcommittee Report (Vote required)

Mrs. Rabbitt reported on the subcommittee's meeting of Wednesday, September 16, during which members reviewed the parking fees and how the collected monies are used.

Mrs. Rabbitt said the subcommittee created funding priorities for the monies in the parking lot account and agreed these would be used for future resurfacing of the parking lot and ongoing maintenance as well as possible future expansion of the parking lot.

There are presently 200 spaces at \$100 per year generates. The subcommittee recommended the fee be increased to \$150 for the 2016-2017 school year and to \$200 for the 2017-2018 school year.

Mr. Chalk wanted to table the item pending further information on the costs associated with parking lot maintenance. He said that raising the fee could affect the communities' perception of the need for their support of the school through an override.

Mrs. Rabbitt said the subcommittee will analyze all district fees to enable better informed decisions in the budget process.

A motion by E. Rabbitt, seconded by S. Reed to implement an increase to the Shepherd Hill Student Parking Fee to \$150 parking fee in the 2016-2017 school year, and to \$200 for 2017-2018, was approved by a vote of 5-2. Voting in favor were M. Antocci, C. Kabala, M. Pietrzak, E. Rabbitt, and S. Reed. Opposed were P. Aucoin and R. Chalk.

e. District Policy Considerations

- Policy GCG, Proposed for Amendment, First Reading (Vote Required)

Per Mrs. Kabala's request, the policy governing extended employment substitutes was presented for amendment. Specifically, Mrs. Kabala sought to address compensation for extended employment substitutes hired for a consecutive full year. The amendment allows the individual to progress to step 2 of the salary scale.

A motion by C. Kabala, seconded by R. Chalk to waive the reading to the committee was approved by unanimous vote.

A motion by C. Kabala, seconded by R. Chalk to approve the policy GCG on first reading was approved by unanimous vote.

- Policy JQ, Proposed for Adoption, Second Reading (Vote Required)

The policy governing student lunch charges is presented for second reading and adoption.

A motion by C. Kabala, seconded by R. Chalk to waive the reading to the committee was approved by unanimous vote.

A motion by R. Chalk, seconded by S. Reed to adopt policy JQ on second reading, was approved by unanimous vote.

f. Consideration to Approve Athletic Trainer's Contract (Vote Required)

As requested at the committee's last meeting, Mr. Desto prepared a draft of a contract for Athletic Trainer Chelsea Staney which affords her 40 hours per week, personal time and sick time. The draft contract also highlights the trainer's responsibilities, and, essentially, enables a clearer direction for Ms. Staney until June. All employee contracts and wage agreements expire at the end of this school year, and will be negotiated during the year. Mr. Desto indicated his preference to include the athletic trainer position within the salary and benefits schedule of the school nurses starting next year.

Mrs. Kabala asked that the proposed professional development allotment for the athletic director be increased to \$750.

A motion by J. Pietrzak, seconded by R. Chalk to approve the contract for the athletic trainer, was approved by unanimous vote.

g. Consideration of Requests for Home Instruction, Policy IHBG (Vote Required)

Mr. Desto presented four requests for continued home instruction for the 2015-2016 school year, and recommended approval:

- Mark and Maureen Benoit, Dudley. Jacob, grade 6, Grace, grade 5, Patrick, grade 2.
- Bryan and Joy Coleman, Charlton. Luke, grade 12, Jordan, grade 11, Ruth, grade 8.
- William Zastrow, Charlton, and Heidi Johnson, Worcester. Molly, grade 12.

A motion by R. Chalk, seconded by M. Antocci to approve the three requests for continued home instruction for the 2015-2016 school year, was approved by unanimous vote.

h. Consideration of Request for Overnight Travel, Policy IJOA (Vote Required)

Mrs. Pierangeli has presented the request of the Shepherd Hill Student Council to travel to Hyannis March 9-11, 2016 to participate in the Massachusetts Association of Student Councils' annual conference. The 16

students will be chaperoned by Shepherd Hill guidance counselors Diana Swidrak and Lisa Incutto. Although the group will miss three days of school, Mr. Desto and Mrs. Pierangeli said the conference is a wonderful educational experience. Mr. Desto recommended approval.

In addition, based on the committee's approval, Mr. Desto asked the committee to authorize the chaperones to receive free or reduced travel, including transportation, lodging and select meals in the course of their duties, consistent with State Ethics Regulation 930 CMR 5.05.

A motion by R. Chalk, seconded by M. Antocci to approve the request for overnight travel by the Shepherd Hill Student Council on March 9-11, 2016, as presented, was approved by unanimous vote.

A motion by R. Chalk, seconded by J. Pietrzak to authorize the chaperones to receive free or reduced travel, including transportation, lodging and select meals in the course of their duties, consistent with State Ethics Regulation 930 CMR 5.05, was approved by unanimous vote.

VIII. Next Meeting Dates

Leaders Lunch: Tuesday, September 29, 2015, Shepherd Hill Regional High School, 12 p.m.

Wednesday, October 14, 2015, Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 7 p.m.

Wednesday, October 21, 2015, Budget and Finance Subcommittee, District Office, 68 Dudley-Oxford Rd., Dudley, 9 a.m.

Wednesday, October 28, 2015, Charlton Middle School, 2 Oxford Road, Charlton, 7 p.m.

Wednesday, November 18, 2015 at Charlton Middle School, 7 p.m.

IX. Future Agenda Items – Policy GCG, MASC resolutions, MCAS report

X. Adjourn

A motion by S. Reed, seconded by R. Chalk to adjourn was approved by unanimous vote at 8:37 p.m.

Items used for this meeting include:

<i>Agenda for Wednesday, September 23, 2015</i>	<i>Superintendent's Report of Friday, September 18, 2015</i>	<i>Minutes of Wednesday, September 9, 2015</i>	<i>Athletic Field inauguration program</i>
<i>Athletic Director's Contract</i>	<i>Finance Director's Report</i>	<i>Policies: GCG, JQ</i>	<i>Overnight Travel Request</i>
<i>Superintendent's Goals 2015-2016</i>	<i>Technology Plan</i>		

Respectfully submitted by Sandra Sullivan, recording secretary

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee held Wednesday, September 9, 2015 at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, at 6 p.m.

In attendance were members of the School Committee:

Mary N. Antocci

Pauline J. Aucoin, Chair

Raymond J. Chalk, Vice Chair, was not in attendance.

Catherine M. Kabala

Joseph M. Pietrzak

Elaine M. Rabbitt was not in attendance.

Stephanie A. Reed was not in attendance.

Jack Bugar, Student Representative

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, Karen Ares, Terri A. Caffelle, Doris Dono, Jody A. O'Brien, Mary A. Pierangeli; Richard Sullivan of Powers & Sullivan, independent auditors; media representatives: Deborah LaPlaca, Telegram, Rich Earle, Audio-Visual Coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

The chair called the meeting to order at 6 p.m.

II. Pledge of Allegiance

III. Consideration to Hire Independent Auditors – Powers and Sullivan

The Budget and Finance Subcommittee was authorized by the Dudley-Charlton Regional School Committee to interview auditing firms and to bring forth a candidate for appointment. Those interviews were scheduled on Wednesday, August 19. The subcommittee has presented the firm of Powers & Sullivan CPA for the committee's consideration.

Richard Sullivan, of Powers & Sullivan offered some key points about his firm, stating their 25 years in operation includes experience with auditing regional school districts and is contracted with Tantasqua and Quabbin.

Mr. Desto and Mr. Mathieu recommended the committee appoint the firm of Powers & Sullivan and authorize the award of a standard three-year contract to audit fiscal years ending June 30, 2015-2017, at the annual audit fee of \$23,500, in addition to the DESE End of Year Report audit fee of \$4,000 and the Student Activity Fund DESE procedures at a fee of approximately \$2,500. The contract also includes option years for 2018 and 2019 at the annual audit fee of \$24,600. Fed grants, end of year reporting and student activities.

A motion by C. Kabala, seconded by J. Pietrzak to hire the firm of Powers and Sullivan to conduct audits of fiscal years ending June 30, 2015, 2016, and 2017, with a two year-option at the fees as stated above, was approved by unanimous vote.

IV. Approval of Minutes

A. *Minutes of Regular Meeting of Wednesday August 12, 2015*

A motion by J. Pietrzak, seconded by C. Kabala, to approve the minutes of the meeting of Wednesday, August 12, 2015, was approved by a vote of 3-0. Mrs. Antocci abstained.

V. Approval of Warrant

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

Warrant #		Amount
11		\$2,700
12		\$637,557.88
13		\$72,917.60
1012P		\$1,066,387.53
Total		\$1,779,563.01

VI. Citizens' Forum

No one spoke at this time.

VII. Communications

1. Mrs. Antocci offered an update on the End-the-Common-Core movement in Massachusetts. Mrs. Antocci reported that as of last week the group obtained approval from the attorney general to solicit signatures on a petition to get the question on the 2016 election ballot. She said 100,000 signatures are needed. <http://www.endcommoncorema.com>.
2. Mr. Pietrzak said that the school committee often honors current students; however, he spoke about an outstanding Shepherd Hill graduate, Ben Davis, who is now the basketball coach at Mount Ida College. In his conversation with Mr. Pietrzak, Mr. Davis had high marks for his education at Shepherd Hill Regional High School.
3. Mrs. Aucoin read a letter from Heritage School Principal Kathleen E. Pastore, expressing thanks for the committee's vote to restore a 2-day per week art teacher. Mrs. Pastore said the vote shows the committee's commitment to all students.

VIII. Superintendent's Report

1. Mr. Desto said the community continues to pray and lift up thoughts for the members of the Croteau and Apher families who were critically injured in a motor vehicle accident on Route 495 in Mansfield over the Labor Day weekend. Four of the children are students in the district.
2. Mr. Desto recognized the efforts of the staff over the summer, and thanked administrators, teachers, and secretaries who worked diligently to prepare for opening day.
3. Mr. Desto thanked Mrs. Allen for organizing the professional development summer opportunities for teaching staff. Mr. Desto said one third of the staff participated throughout the summer.
4. Mr. Desto said the Leaders' Lunch series will resume on Tuesday, September 29 at noon in the district conference room. Mrs. Antocci, Mrs. Aucoin, and Mrs. Kabala, will attend.

5. Mr. Desto said the first meeting of the School Calendar Study Group will meet Tuesday, September 22 at 10 a.m. Mrs. Antocci, Mrs. Reed and Kevin Foley have agreed to serve.
6. Mr. Desto reported on the results of AP courses and testing at Shepherd Hill Regional High School. The number of students participating increased, as did the number of students who passed with a score of 3 or better. Mr. Desto said the success is due to the families and students who sacrifice to make this happen.

Mr. Desto said 22 students were named as AP Scholars, two achieved the status of AP with honors for scoring 3.25 on all exams; 10 students achieved AP with Distinction, and Darien Gaudet was named as a National AP Scholar for scoring a 4 on all AP exams in his high school career. Mr. Gaudet entered WPI this year as a sophomore because of the AP credits he earned.

7. The official opening of the new Carmignani Field has been scheduled for Saturday, September 19, 2015. Committee members are invited to attend with special guests and dignitaries including former superintendents Mr. Canavan and Mr. Gilrein, as well as former Shepherd Hill coaches. The football team will face off against Leominster later in the day.

IX. New Business

A. Class Sizes – Discussion

The committee received an enrollment report showing class sizes at the elementary and middle school level. At Shepherd Hill, accurate numbers won't be available until PE and Health classes are balanced, and the add/drop process is complete.

B. FY 2016 Budget / Director of Finance and Operations Update (Vote Required)

- Parking Fees – anticipated future expenditures

Mr. Mathieu had provided information about the parking lot project and what projects are funded by the student fees. Mr. Desto noted the Shepherd Hill parking lot was renovated in stages beginning 37 years after the opening of the school. While no large scale projects are planned, the fees could fund security cameras, and be used to defray the cost of snow removal.

This item will continue to be discussed by the Budget and Finance Subcommittee at its next meeting of September 16.

Mr. Pietrzak suggested the district consult with members of the community with expertise in installing security systems.

- Field Update

Mr. Mathieu reported that portable bleachers have arrived and have been installed, thereby providing adequate seating.

- Annual Asbestos Notification

Mr. Mathieu offered this annual notification that serves to alert the community of the presence of asbestos in two of the schools: Shepherd Hill and Charlton Elementary School. The district does have a management plan, which is available to the public at each school and in the town libraries.

C. Budget and Finance Subcommittee Update

The subcommittee's last meeting was held to interview prospective auditors. The subcommittee meetings are held the third Wednesday of the month at 9 a.m.

D. School Lunch Policy JQ, First Reading (Vote Required)

Mr. Desto presented the policy as revised by the committee at the August 12, meeting. Mr. Desto reported that cafeteria workers have thanked the committee for establishing this policy, which effectively removes from them the need to make a decision about giving a child a lunch.

A motion by J. Pietrzak, seconded by M. Antocci to waive the reading of policy JQ, was approved by unanimous vote.

A motion by J. Pietrzak, seconded by C. Kabala to approve Policy JQ on first reading, was approved by unanimous vote.

E. Review of District Policy GCG, Substitute Teachers – Discussion

Mrs. Kabala requested discussion on this policy saying there are situations that were not considered when approving an amendment in 2011. Under the current policy, a person who fills a teaching vacancy for the second full year stays on step 1. Mrs. Kabala said the person should get consideration for the next step. The committee agreed to revise this policy, and Mr. Desto will provide the draft for the next meeting.

F. Consideration of Request to Reassign Extra Curricular Stipend (Vote Required)

While there are insufficient numbers of athletes to field a girls freshman soccer team, interest in volleyball has spiked. There is presently a varsity volleyball and JV squad, but no freshmen squad. Based on the level of interest and with the committee's goal to provide opportunities for our students to succeed, Mr. Desto recommended approval to create the position of Freshmen Volleyball Coach and to reallocate this year's Girls Freshmen Soccer Coach stipend (step 1, \$1,833) to this position. Mr. Desto has contacted Dudley-Charlton Teachers' Association President Kevin Foley, who has agreed that this serves the students' best interest. With the committee's approval, Mr. Desto and Mr. Foley will then draft a memorandum of understanding and will hire a coach.

The stipend for the freshman soccer girls coach will remain in the schedule, and the additional stipend considered as the collective bargaining agreement is renegotiated this year.

A motion by M. Antocci, seconded by J. Pietrzak to reassign the Girls Freshman Soccer Coach stipend to fund a Freshman Volleyball Coach for 2015-2016, was approved by unanimous vote.

G. Consideration to Increase Athletic Trainer Hours (Vote Required)

Two years ago, the School Committee made the forward thinking decision to add an athletic trainer to the staff at Shepherd Hill. Initially, the position was for 25 hours per week, and the district was fortunate to be able to hire Ms. Chelsea Staney. A year later, noting increases in demands around such things as concussion protocols, retired superintendent Sean Gilrein increased the trainer's hours to 35 per week. Mr. Desto presented the request to increase Ms. Staney to 40 hours per week for the following reasons:

- An increase in district liability around concussions and other potential injuries. Simply put, the athletic program needs medical personnel on hand as frequently as possible.
- An increase in home athletic contests, particularly at night, with the completion of our new field.
- The fact that when Ms. Staney is not at a contest, a paramedic is hired at a significant additional cost.

- The fact that Ms. Staney has been an outstanding addition to our staff – very dedicated, extremely professional, highly competent, and we’d like to keep her on staff for as long as possible.

If approved, the cost to the district would be approximately \$5,000, and Mr. Desto said this is a modest cost considering the benefits, particularly from the standpoint of liability.

A motion by J. Pietrzak, seconded by M. Antocci to approve the full time, 40 hours per week at \$40,000 was unanimous.

The committee discussed the fact that this position is not included in a wage and benefit schedule, which would provide such additional benefits as sick and personal days. This position will be discussed as the committee renegotiates all personnel agreements this year.

H. Consideration of Requests for Home Instruction, Policy IHBG (Vote Required)

Mr. Desto received a total of seven requests to continue home schooling programs for the 2015-2016 school year. Mr. Desto has reviewed the plans and finds them to be consistent with the district policy. He recommended approval of the following:

- i. Peter and Jessi Cooper Jr., Charlton. Hannah, grade 2.
- ii. Michael and Christine Leo, Dudley. Gavin, grade 3, Ivy, grade 1.
- iii. Scott and Mandi Siccardi, Charlton. Derrick, grade 7, Timothy, grade 3.
- iv. Timothy and Barbara Kimball, Dudley. Domonic, grade 9.
- v. Michael and Marcia Jedzynski, Dudley. Kevin.
- vi. Craig Hickman, Dudley. Real, grade 7, and Alexandra, grade 8.
- vii. Mark and Pam Chatham, Charlton. Patrick, grade 9.

A motion by C. Kabala, seconded by J. Pietrzak, to approve the requests to continue home schooling as presented, was approved by unanimous vote.

I. Consideration to Approve Request for Non-resident Enrollment, Policy JF (Vote Required)

Mr. Desto presented for the committee’s approval the following requests for temporary non-resident enrollment:

- Morgan Richard of Worcester, is awaiting occupancy of an apartment in Dudley on or about October 1, 2015. She is requesting to enroll her children at Mason Road School in kindergarten and grade 1.
- Jennifer and Edward Graves are building a home in Charlton. The family is awaiting occupancy of their home on October 1, 2015.
- Michael and Stephanie Boyle, presently of Charlton, are moving to Brimfield on or about September 29, 2015. Their oldest daughter is a senior at Shepherd Hill Regional High School, and the family is requesting she be allowed to complete her academic career at the school.

A motion by J. Pietrzak, seconded by C. Kabala to approve the requests for temporary non-resident enrollment, was approved by unanimous vote.

X. Next Meeting Dates

- Budget and Finance Subcommittee Meeting: September 16, 2015, Shepherd Hill, 9 a.m.

- Dudley-Charlton Regional School Committee Meeting: Wednesday, September 23, 2015 – Charlton Middle School, Charlton, 7 p.m.
- Dudley-Charlton Regional School Committee meeting: Wednesday, October 14, 2015, Shepherd Hill Regional High School, 7 p.m.
- Dudley-Charlton Regional School Committee meeting: Wednesday, October 28, 2015, Charlton Middle School, 7 p.m.

XI. Future Agenda Items – *Technology Plan, Superintendent’s Goals / Annual Strategy , Policy JQ, second reading, Policy GCG, proposed for amendment, fees, presentation with Mrs. Allen, Mrs. Ares, Mr. D’Arcangelo*

XII. Adjourn

A motion by J. Pietrzak, seconded by M. Antocci to adjourn the meeting was approved by unanimous vote at 6:56 p.m.

Items used for this meeting were:

<i>Agenda for Wednesday, September 9, 2015</i>	<i>Superintendent’s Report of Friday, September 4, 2015</i>	<i>Minutes of the meeting of Wednesday, August 12, 2015</i>	<i>Staffing Changes, 2015-2016</i>
<i>2015-2016 Shepherd Hill Master Schedule</i>	<i>Opening Day Enrollment Report</i>	<i>District Policies: GCG JQ</i>	<i>Finance Director’s Report Asbestos notification</i>
<i>Volleyball proposal</i>	<i>Summer professional development summary</i>		

Respectfully submitted by Sandra Sullivan, recording secretary.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, Wednesday, February 8, 2017 at Shepherd Hill Regional High School, 68 Dudley Oxford Road, Dudley, 7 p.m.

In attendance were members of the School Committee:

Mary N. Antocci
Pauline J. Aucoin, Chair
Raymond J. Chalk, Vice Chair
Catherine M. Kabala
Joseph M. Pietrzak, was not in attendance.
Elaine M. Rabbitt
Stephanie A. Reed

Jack A. Cederberg, Student Representative

Also in attendance were Gregg J. Desto, Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators: Lorinda Allen, William Chaplin, Jody O'Brien, John D. Paire, Diane Seibold; teacher David Deremian; media representatives Deb LaPlaca, Telegram, Rich Earle, audio-visual coordinator, Sandra Sullivan, recording secretary.

I. Call to Order

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

The chair called for a moment of silence in honor of a Dudley Middle School student who died on Friday, February 3.

II. Pledge of Allegiance

III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, January 25, 2017

A motion by S. Reed, seconded by R. Chalk to approve the minutes of the meeting of Wednesday, January 25, 2017, as corrected, was approved by unanimous vote.

IV. Approval of Warrant

- Warrant #39 in the amount of \$340,226.82 was distributed and signed by a majority of members without further comment or questions.

V. Citizens' Forum

No one spoke at this time.

VI. School Spotlight – Mason Road School

Mason Road School is unable to present this evening as the kindergarten show was rescheduled to this evening due to yesterday's school cancellation.

VII. Communications

Mrs. Rabbitt praised the Show Choir Festival held last weekend at Shepherd Hill Regional High School. Dudley Middle and Charlton Middle School choruses were featured with Shepherd Hill's Fantasy and Illusion choirs. Mrs. Rabbitt said she was proud to witness the talent on display, and the professionalism and grace exhibited throughout the performances. She said the students work very hard, and thanked those who work behind the scenes as well.

Mrs. Antocci attended the *Story of a Building* program at Bay Path Regional High School with Mr. Mathieu and Mr. Chaplin. Mrs. Antocci said the speakers offered great information on how to proceed with a building project. The MSBA discussed preparing the Statement of Interest, all the way up to outfitting a building with furniture, and how to formulate the subcommittee and the type of people who should be involved.

VII. Superintendent's Report

1. The Budget Task Force meeting originally scheduled for Thursday evening has been cancelled due to an impending snow storm.
2. The Massachusetts Nurses' Association has informed Mr. Desto that the majority of the district nurses have voted to be represented in collective bargaining. The district will be contacted for dates and times to begin bargaining. Mr. Desto will keep the committee informed.

Mrs. Kabala and Mrs. Aucoin agreed to serve on that bargaining committee.

3. Mr. Desto said he plans to post the Dudley Elementary School Principal vacancy on March 1 with interviews beginning March 20. While Mr. Desto said the search committee members from the interim round will be retained, he would like to add at least one school committee member. Mrs. Kabala volunteered to serve.
4. Show Choirs from **Dudley Middle School and Charlton Middle** School will perform at Tantasqua Regional High School Saturday, February 11. This is the first time Tantasqua has ever hosted a Show Choir event for middle school, unisex and a small choirs.
5. Mr. Desto will host the **Leaders Breakfast** Friday, February 17 at Shepherd Hill, 9 a.m. The group will look at the state budget. Mrs. Reed, Mrs. Kabala and Mrs. Aucoin will attend.

VIII. Student Representative Report

Jack Cederberg was not in attendance this evening.

IX. New Business

- A. FY 2018 Budget Presentation (*Vote Required*)

Mr. Desto presented an overview of the preliminary FY 2018 budget, which represents no loss of jobs. Mr. Desto said the driving force is the governor's budget as released Jan. 24.

The preliminary budget is built on \$24.2 million from Chapter 70, \$1.6 million in transportation, and \$2.4 million to pay debt on the completed school construction. The district will contribute \$1 million of its reserves.

Mr. Mathieu said the towns would need to contribute more than the mandatory minimum local contribution.

Mr. Desto said the district has been in this position before, having been dealt a blow by the state as the governor's budget has proposed a \$25 per pupil increase, or \$76,000 for the Dudley-Charlton Regional School District. Mr. Desto said the situation requires creativity.

Mr. Desto said the primary focus of the budget is to ensure that our students will not feel the pain of this budget, and will receive an even better academic experience than the year before.

Mr. Desto outlined the budget goals as:

- Ensure safety and security
- Reduce class sizes in grades 1-3
- Increase social emotional / mental health support
- Progress toward Strategic Planning Objectives:
- Support Global Awareness and STEAM programming

The preliminary budget represents six new positions:

- 1 Grade 1 at Charlton Elementary School
- 2 teachers of grade 4 at Heritage School and Dudley Elementary School
- 1 teacher of ELL
- 1 teacher of the deaf
- 1 adjustment Counselor at Shepherd Hill

The proposed assessments exceed the minimum amounts required by law by a total of \$2,903,379.

Mr. Mathieu said the state is shifting the burden to local assessments. Charlton has gone above its target share this year, Dudley remains below.

The district is facing a \$2.7 million increase in revenue with no help from the state.

Additional revenue will be provided by circuit breaker, school choice, athletics, cafeteria, state/federal grants, payments on the field project, preschool tuition and parking fees.

Mr. Desto has sent a letter to town leaders informing them of the large increase, but notifying them that they are aware there is much work to do to present a workable budget.

Possible solutions:

- Increase revenue from state
- Staff/program reductions, creative use of staff
- School Choice
- Use of grant funds
- Monitor / review health insurance

The committee needs to vote a preliminary budget this evening:

A motion by S. Reed, seconded by R. Chalk to approve a preliminary FY 2018 budget of \$51,578,858, with assessments totaling \$22,164,074, or \$13,384,425 to Charlton, and \$8,779,649 to Dudley, was approved by unanimous vote.

Mrs. Kabala said everything in this budget is justifiable, and it is not a spending problem, but a revenue problem.

Mr. Chalk said as the committee makes its cuts to the budget each year, the need is compounding.

Mrs. Rabbitt said once the budget is set, unlike a municipality, the school committee cannot make any increases to the budget until the following year. She urged caution until better information comes in from state.

Mrs. Antocci asked Mr. Desto to stress to town officials that there is no “fat” in this budget, and that they need to truly understand what the district is up against. There is no leeway here.

Mr. Desto said he and Mr. Mathieu communicate with town officials regularly.

Regarding the need for technology to comply with the online testing requirements of the MCAS 2.0, Mr. Desto said the district can request a waiver if they are unable to purchase a sufficient number of computers.

Mrs. Reed noted that joint conference of the Massachusetts Association of School Committees and the Massachusetts Association of School Superintendents urged communities to prepare for the MCAS 2.0.

Mrs. Rabbitt said that while the district needs to prepare for MCAS 2.0, it is important to note that the goal of a technology plan is to have computers available every day in the classroom, not just at testing time.

B. Budget and Finance Subcommittee Report

The subcommittee met Wednesday, February 1 and in view of the information from the state, the conversation centered on how to move forward in substantiating the need for increases to town officials.

The subcommittee discussed the substitute teacher rates as well as preschool tuitions.

The subcommittee discussed the district independent auditor's recommendations for documented accounting procedures. This project is underway.

The subcommittee reviewed OPEB and pension liability.

- C. Director of Finance and Operations Report (*Vote Required*)
1. Mr. Mathieu presented two donations for the committee's approval:

Stochaj Insurance to Dudley Elementary School for its Caring Continues program	\$125
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Mrs. and Mrs. Bromage to Dudley Elementary School for its <i>Caring Continues</i> program	\$50
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A motion by C. Kabala, seconded by S. Reed to approve the donations as presented, was approved by unanimous vote.

2. Mr. Mathieu presented analysis of the district's preschool tuition, which last increased in 2013, and the substitute teacher rate, which was last increased in 2006.
3. Mr. Mathieu presented the Quarterly Report for the period ending December 31, 2016, which indicates the district is in good financial shape at this point half way through the school year. The report format is undergoing revisions.
4. Mr. Mathieu reviewed the grants and revolving funds, saying that School Choice is listed in the negative as the salaries charged there are encumbered. Revenue from the state will replenish this account.
5. Regarding the FY 18 budget and health insurance, Mr. Mathieu said the guidance we received was preliminary, and this budget cycle is pointing out the need for adopt a multi-year solution.

D. Consideration to Increase Substitute Teacher Pay Rates (*Vote Required*)

The rate of pay for substitute teachers currently stands at \$70 per day without a four-year degree; \$75 with a BA/BS, and \$80 per day for certified teachers. These rates have been in effect since 2006.

The Budget and Finance Subcommittee recommends a \$10 increase per category, beginning with the 2017-2018 school year.

This adds \$21,500 to the budget.

A motion by C. Kabala, seconded by R. Chalk to approve the recommended increases to the substitute teacher pay by \$10, was approved by unanimous vote.

E. Consideration to Increase Preschool Fees (Vote Required)

The district's preschool tuition rates rank at the bottom among local districts. The last increase was in 2013 to \$800 per year.

The Budget and Finance Subcommittee recommended a \$200 per year increase to \$1,000. This will provide \$12,500 in additional revenue

A motion by R. Chalk, seconded by C. Kabala, to increase preschool tuition to \$1,000 per year, beginning with the 2017-2018 school year, was approved by unanimous vote.

F. Consideration to Approve 2017-2018 School Year Calendar (*Vote Required*)

Mr. Desto presented the calendar, which was revised to reflect the committee's Jan. 25 discussion concerning March parent-teacher conferences. Mr. Desto said the current conference model is working well at elementary level, and there are no alternatives for the practice at the high school.

Mr. Desto recommend approval of the 2017-2018 school year calendar, which schedules parent-teacher conferences on March 15, 2018.

The Dudley-Charlton Teachers' Association has approved the calendar.

A motion by E. Rabbitt, seconded by S. Reed to approve the 2017-2018 School Year Calendar as presented, was approved by unanimous vote.

Mrs. Antocci agreed the parent-teacher conferences are beneficial at the elementary level, and participation seems to be wavering at the high school. She said work needs to be done to determine an alternative. Also, Mrs. Antocci said she has heard from parents regarding eliminating the February and April vacations in favor of one vacation in March.

G. Consideration to Dispose of Obsolete Materials, Shepherd Hill Library Books (*Vote Required*)

Library/Media Specialist Anya Kennedy has been working hard to weed out the books to allow the district to modernize the John Canavan library. Using accepted practices, Mrs. Kennedy has compiled a lengthy list of obsolete titles.

Mr. Chaplin said there are no outlets thus far that have expressed interest in the books.

A motion by S. Reed, seconded by R. Chalk to accept the items as obsolete and to authorize the finance director to dispose of the items using good business practices, was approved by unanimous vote.

X. Next Meeting Dates

School Committee Meetings:

- Wednesday, February 15, 2017, Charlton Middle School (Budget Workshop)
6 p.m.

- Wednesday, March 8, 2017, Shepherd Hill Regional High School, 7 p.m.
- *Leaders' Breakfast* - Friday, February 17, 2017, Shepherd Hill Regional High School, 9 a.m.
- *Budget and Finance Subcommittee* - Wednesday, March 15, 2017, Shepherd Hill Regional High School, 5 p.m.

XI. Future Agenda Items – FY 2018 Budget Presentations – District Administrators / Building Principals.
School Choice discussion on March 8.

XII. Adjourn

A motion by S. Reed, seconded by R. Chalk to adjourn the meeting was approved by unanimous vote at 8:05 p.m.

Items used for this meeting include:

Agenda for Feb. 8, 2017	Superintendent's Report of Feb. 3, 2017	Minutes of the School Committee Meeting of Jan. 25, 2017
Finance Director's Report Substitute Teacher Rate analysis Preschool Tuition analysis	Shepherd Hill Library Collection Development Program	Capital Assessments
Budget Review and Assessments	2017-2018 Draft Calendar	2017-2018 Budget Summary

Respectfully submitted by Sandra Sullivan, recording secretary