DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee
Wednesday, January 24, 2024, 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

Cathleen Carmignani, Chair	Jeanne Costello, Vice-Chair
Maureen Chickering	Jaime Dell'Ovo
Nicole Enberg (arrived at 7:34 PM)	Caitlynn Panczyk
Kelly Szela	

II. Pledge of Allegiance

Students from Charlton Middle School joined us for the Pledge.

III. Moment of Silence

IV. Superintendent's Award – Joanna Lepper

Superintendent Lamarche honors SHRHS Senior, Joanna Lepper.

V. SHRHS Principal's Award – Adrien Roach

Principal Elwell honors SHRHS Senior, Adrien Roach

VI. Dudley-Charlton Education Foundation (DCEF) – Heroes Among Us - President Sabrina Webb

The DCEF celebrated their 15th year anniversary this past November. To date, they have awarded 133 grants totaling just under $350,000.

Ms. Webb shares that the second annual Heroes Among Us Event will take place on April 6, 2024, at The Wellsworth Hotel (Formerly the Southbridge Hotel and Conference Center). They will be honoring 10 individuals from the DCRSD community:

Loretta Andre
Leo Biron
Scott Cushing
Emily Dabrowski
Adrienne Daniels
Jennifer Desto
Tammy Ducharme
John Grondalski
Elizabeth Hurley
Kimberly Lundquist

VII. Charlton Middle School Showcase – Principal Monette

Dr. Monette and students present their Open Sci-Ed projects

VIII. Consent Agenda Items

a. Approval of the Warrant (Voucher #1053-1057)
b. Approval of Minutes Regular Meeting – January 10, 2024
c. Approval of Executive Session Minutes – December 13, 2023 and January 10, 2024

A motion by J. Costello, second by J. Dell'Ovo to approve the consent agenda items was passed unanimously.

C. Carmignani – Yes
M. Chickering – Yes
J. Costello – Yes
J. Dell'Ovo – Yes
N. Enberg – Absent (arrived late)
C. Panczyk – Yes
K. Szela - Yes

IX. Communications

C. Panczyk shares that she's been receiving communication from parents in the District about transportation issues over the last few weeks.

J. Dell'Ovo shares information on the benefit event for AJ Congdon at the Beagle Club this upcoming weekend.

The School Committee took a brief recess from 7:33 – 7:36 PM.

X. Student Representative Report – Sofia Poplawski

The SHRHS Winter Ball committee is now selling tickets to their semiformal dance - Neon Night 2024 – on Friday, February 9, 2024. Tickets are on sale until Tuesday, February 6, 2024.

The SHRHS wrestling team recently took second place as a team overall in their last competition.

The Drama Club is holding auditions for their spring production of "Clue: The High School Edition" on Thursday, January 25, 2024.

Tickets for the Central Massachusetts Show Choir Festival are on sale.

XI. Superintendent's Report

The search for the Director of Finance and Operations is an ongoing process. Two candidates were interviewed, but the position and salary did not meet their interests. The position has been reposted.

The Dudley-Charlton Leadership Council (DCLC) established their projects for the remainder of the school year. At the top of the list is to engage with Co-Founder and CEO of ByDesign, a student-centered software that takes the view of the student in organizing classes, planning their lives and engaging in their school community through one platform. Subgroups have also been established to

work and provide student voice on other identified betterment areas including bathroom upgrades, lunch menu enhancements, building alumni connections for current students and ensuring mental health support for SHRHS students.

Heritage Elementary student, Aryan "Ari" Pinto participated in the Massachusetts Department of Transportation's *Name a Snowplow* context for elementary students and was selected as the District 3 winner. His classroom received a $100 gift card for supplies and the winning name was "Snow B Wan Kenobi".

You Inc/Seven Hills recognized Dudley Middle School and Ms. Lesa Patrock for their generosity during the Season of Giving.

XII. Public Comment

Anthony Aube – Charlton
Mr. Aube discusses issues surrounding transportation and requests the District provide a report on how the issues will be addressed, possibly by having the bus company join a meeting for a review. He touches on how excited the students presenting their Open Sci-Ed projects seemed to be and mentioned potentially starting a STEM program where the older children in the district pass their knowledge down to the younger generation to help maintain that excitement throughout.
He also requests potentially pushing back the second set of student/teacher conferences so they fall more equally in the year.

The School Committee took a brief recess from 7:49 – 8:12 PM.

XIII. New Business

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

a. Fiscal Year 2024

Mr. Mathieu shares information on updated revenues, additional expenses due to unemployment claims over the summer; and the $200,000 overall reduction voted by the School Committee.

A motion by M. Chickering, second by J. Costello Okay, to accept the expense reductions in revenue changes presented at the January 10, 2024, meeting 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

B. Update – Least Restrictive Environment (LRE) – Dir. Heather Harriman

Superintendent Lamarche and Director Harriman met with DESE virtually and were commended on the work the District has already accomplished. However, one area that still needs improvement is the District's LRE numbers. Currently, DCRSD has 57% of their students fully included, but the state average is 67% so there is still room for improvement. DESE has requested the district come up with a percentage goal by the end of June, 2024 – the goal is 65%.

C. Fiscal Year 2025 – Steven Lamarche

Superintendent Lamarche shares that the FY25 Budget is being discussed with Principals and the plan is to share the FY25 Budget presentation during the next School Committee meeting on February 14, 2024. The presentation will include discussion on items that were removed last year due to the need for reductions and what is recommended to be added back in to make the district work overall.

D. DCRSD School Committee Subcommittee Updates

a. Budget and Finance

The January meeting was postponed in order to await the new numbers from the State and a new meeting will be schedule for February.

b. Capital Outlay and Safety

There has not been a recent meeting but the subcommittee is working on dates when everyone is available to discuss.

c. Policy Review

1. JICH – Alcohol, Tobacco and Drug Use by Students Prohibited – (Amend) – Action
A motion by M. Chickering, second by J. Costello to amend Policy JICH 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. JIC – Student Discipline - (Amend) – Action
A motion by K. Szela, second by J. Costello to amend Policy JIC 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

3. BE – School Committee Meetings – (Amend) – Action

A motion by J. Costello, second by K. Szela to amend Policy BE with an effective date of January 24, 2024, 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

4. BHE – Use of Electronic Messaging by School Committee Members – (Amend) – Action
A motion by J. Costello, second by M. Chickering to amend Policy BHE 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

XIV. Adjourn

A motion by K. Szela, second by J. Costello to adjourn the meeting at 8:43 PM 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

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."

2023-2024 School Committee Goals

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.*

Next Meeting Dates

School Committee Meeting: Wednesday, February 14, 2024, **6:30** PM Shepherd Hill RHS
Budget and Finance Subcommittee: TBD , 2024 - Video Conference
Policy Review Subcommittee: Friday, February 9, 2023 – 8:00 AM - District Office
Curriculum Subcommittee for Teaching and Learning: TBD – Video Conference
Capital Outlay/Safety Subcommittee: TBD – Video Conference

Future Agenda Items: Update DCRSD User Fees (February), Fiscal Year 2025 All Boards (February), Operational Audit (February), School Councils (March), SEPAC (April), Capital Planning Update (April)

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X. Student Representative Report – Sofia Poplawski

XI. Superintendent's Report

XII. Public Comment

XIII. New Business

A. Report of the Dir. of Finance and Operations - Dir. Mathieu
    a. Fiscal Year 2024
B. Update – Least Restrictive Environment (LRE) – Dir. Heather Harriman
C. Fiscal Year 2025 – Steven Lamarche
D. DCRSD School Committee Subcommittee Updates
    a. Budget and Finance
    b. Capital Outlay and Safety
    c. Policy Review
        1. JICH – Alcohol, Tobacco and Drug Use by Students Prohibited – (Amend) - Action
        2. JIC – Student Discipline - (Amend) – Action
        3. BE – School Committee Meetings – (Amend) - Action
        4. BHE – Use of Electronic Messaging by School Committee Members – (Amend) - Action

XIV. Adjourn

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DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Steven M. Lamarche
Superintendent of Schools

MaryEllen Cerbone
Director of Human Resources

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

Heather Harriman
Director, Pupil Personnel Services

Richard J. Mathieu
Director of Finance and Operations

Superintendent's Certificate of Academic Excellence

Ms. Joanna Lepper
413 Dresser Hill Road
Dudley, MA 01571

Parents:
Ms. Lanette Lepper and
Mr. Stephen Lepper

To the Dudley-Charlton School Committee and Dudley-Charlton community I present the 2023-2024 Massachusetts Association of School Superintendents' Certificate of Academic Excellence Award to Shepherd Hill senior Ms. Joanna Lepper.

I am proud to present this award to Joanna, an established Shepherd Hill Regional High School student who consistently and continuously exhibits her potential to be everything she wants to be. Joanna sets goals for herself and has taken the opportunity to reach new heights and try new things during her high school experience as she prepares for graduation and what is next.

Joanna maintains the highest GPA in the class of 2024 and has received scores of 5 on three and a 4 on one of four AP exams prior to her senior year. While Joanna's academic interests are heavily weighed to the studies of mathematics and sciences, she leaves nothing off the table in all areas of learning. Joanna is a member of the National Honor Society and is an appreciated, respected peer tutor.

As you can see, Joanna is an academic force who is self-aware. Growing up in a family of mathematicians, Joanna developed her interest in high-level science. She will attend Syracuse University next year with an intent to major in Analytical Chemistry, but has expressed interest in studying Bioinformatics as a result of her AP Biology studies this year.

Joanna is also an accomplished musician who presents an internal drive to learn new instruments. Joanna identifies music as an integral part of her academic and personal life. She proudly learned to play the clarinet and saxophone. She has been a member of the marching band since 2019 and a Drum Major for the past two years. Joanna is a member of the SHRHS Jazz Band and the SHRHS Tri-M Music Honor Society.

In conclusion, Joanna has a heightened sense of the world around her and displays maturity beyond her years. Our educational community has deemed Joanna to be someone to watch over time.

With that said, I am privileged and proud to present this year's Superintendents' Academic Excellence Award to Ms. Joanna Lepper.

Respectfully,

Steven M. Lamarche

C: Cumulative student record

January 24, 2024 Student Representative Report

- The Shepherd Hill Winter Ball Committee is now selling tickets to Neon Night 2024, a semiformal dance on Friday, February 9th from 7-10pm. Tickets will be on sale at all 4 lunches and online: bit.ly/neonnight2024 - $25 per ticket, or $45 for a pair. Wear white, neon, or bright colors! Tickets are on sale until Tuesday, February 6th. Non-SHRHS guests are welcome but MUST have a guest form on file BEFORE purchasing a ticket

- Shepherd Hill wrestling team recently took second place as a team overall in their last competition, including four champions: Justin Kelly, Aiden Latino, Kierce Jarvis, and Sawyer Ayotte

- The Drama Club is holding auditions for their spring production of "Clue: The High School Edition" tomorrow (1/25) from 2:30 - 3:30 in Room 227. Students MUST sign up with Ms. Griffiths in order to audition. If you have any questions, please see Ms. Griffiths (room 227) or Mr. Foley (room 200)

- Tickets for the Central Massachusetts Show Choir Festival are on sale!! The music department and our schools work so hard to put on a competition for choirs throughout New England and beyond and it would mean the world to If you have any questions see Ms. Bussiere. Here is the link for tickets: https://shepherdhillchoirs.ticketleap.com/central-massachusetts-show-choir-festival/

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

School Committee
Superintendent's Report
01.24.2024

I only have a few items to share this evening.

We continue our search for the next Director of Finance and Operations. We had two candidates and through preliminary discussions, the position as well as the salary did not meet their interest. We have since reposted and will continue to work on what is next. As a reminder we have a transition plan in place for the remainder of this school year, but note that this position is critical to the success and the health of our district.

Last week, the Dudley-Charlton Leadership Council (DCLC) established their projects for the remainder of this school year. Through consensus and leadership, the DCLC continues to evolve their efforts for the betterment of a school experience for all students.

At the top of their list is to engage with Co-Founder and CEO of ByDesign, Mr. Arthur Emma. This is a student-centered software ByDesign that takes the view of the student in organizing classes, planning their lives and engaging in their school community through one platform. Mr. Emma will be attending their next meeting in February.

In addition, the DCLC has established subgroups to work and provide student voice on other identified betterment areas this year. Areas of work include bathroom upgrades, lunch menu enhancements, build alumni connections for current students, and as a continuation from last year, to ensure mental health support for SHRHS students.

I am happy to share that Heritage Elementary School student Aryan "Ari" Pinto participated in the Massachusetts Department of Transportation's (DOT) *Name a Snowplow* contest for elementary students and was selected as the District 3 winner. The classroom received a $100 gift card for supplies and the winning name was "Snow B Wan Kenobi". MA DOT visited the school January 17, 2024.

Congratulations to Ari Pinto and Heritage Elementary School.



Below, Dudley Middle School and season of giving extraordinaire, Ms. Lesa Petrock were recognized by You Inc./Seven Hills for their generosity and another successful season of giving.



As a reminder, these are the School Committee fiscal year 2025 budget priorities.

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

   - Maintain foreign language staffing 5-12
   - Restore 0.5 FTE librarian at each middle school
   - Maintain average class size of 22 for Grades K-8
   - Maintain co-curricula programs
   - Retain kindergarten aides
   - Add accounting/data specialist
   - Explore full day pre-k programs
   - Add new technologies to support learning
   - Complete an *"Operational Audit"* of administrative/management services

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 outcomes from the capital plan architectural review of all school facilities
   - Explore solar power options for all DCRSD schools

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)

Respectfully Submitted By:

Steven M. Lamarche
Superintendent

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

TO: **School Committee Members**

FROM: Steven Lamarche, Superintendent
Richard J. Mathieu, Director of Finance and Operations

DATE: **January 9, 2024**

SUBJECT: ***FY 2024 – Budget Message #7***

This is the first of two separate budget updates for the FY24 budget cycle. In this update revenues are addressed; additional expenses for unemployment incurred over the summer, and the $200,000 overall reduction voted by School Committee. In the second update any adjustments to payroll accounts will be made through transfers from one account to another.

Revenue

The revenue used in the FY24 budget projection for regional transportation was based on the House version, which had anticipated 100% reimbursement. Done with a conservative approach, it appears that this revenue source is currently overstated. While this was welcomed news at the time and helped to address even larger budget issues, we have to address this identified shortfall.

The state estimates revenues for transportation reimbursement based on previous years' information, but the actual is based on the annual end of year report submission. Based on the FY23 End of Year report submission and a 90% reimbursement from the state the shortfall is estimated at $322,152.

Surplus revenue from this line item is reserved in the Regional Transportation Revolving account, and used to support future budgets. The FY21 surplus was used to support the FY23 budget, the FY22 surplus was used to support the FY24 budget. The FY23 surplus resulted in available funds of $294,948.

The additional expected shortfall can be covered by additional revenue the District receives through the year, including a minimum aid supplement of $8,931 per month that started in August 2023. The recommended numbers are shown on the revenue page.

This will result in the District having no reserves to use to support the FY25 transportation budget. However, based on the increased expenses incurred in FY24, the District should expect to receive 81% (90% reimbursement for the 90% of our riders that qualify for reimbursement) of the $400,000 increase, resulting in a $324,000 increase in transportation reimbursement for FY25. This will still leave the District short of level funding in this area, but how much is dependent on the actual appropriations that occur as part of the FY25 state budget process.

Please note that regional transportation is subject to potential 9C cuts, but was spared in the initial round of reductions from this week.

Expenditures

With the state enforcing a 1/12 budget on the District due to not having a balanced budget as of June 30, 2023, the District had no choice but to make personnel reductions to ensure that the commitments at that time did not exceed the worse case scenario. This meant much uncertainty, and as a result of dramatic unemployment claims in July and August the unemployment budget needs to be adjusted. Based on the trend from September forward, it appears that an additional $51,899 appropriation into the account should be sufficient. The total of this account is now $109,539.

The District also had to identify the $200,000 in reductions voted by School Committee. As a result of not filling the Asst. Superintendent position, the savings from this one position accounted for roughly half of the expense. The additional reductions were achieved by reducing the district-wide professional development account by $30,000 and the state assessment for Charter Schools by $105,000.

All of these changes can be seen in the attached revenue summary pages and district-wide detailed pages.

Dudley-Charlton Regional School District
2023-2024 Initial Budget Summary

	FY23 Final Budget	FY23 Staff Changes	Increase (Decrease)	FY23 New Staffing	Proposed Budget Janaury 2024
SALARY					
08 DISTRICT SALARY TOTAL	**1,919,350.00**	150,000.00	(120,448.00)	-	**1,948,902.00**
10 MASON ROAD SCHOOL SALARY TOTAL	**2,375,622.00**	-	84,750.00	-	**2,460,372.00**
11 DUDLEY ELEMENTARY SCHOOL SALARY TOTAL	**2,941,686.00**	-	142,977.00	-	**3,084,663.00**
13 CHARLTON ELEMENtARY SCHOOL SALARY TOTAL	**3,432,230.00**	-	224,988.00	-	**3,657,218.00**
14 HERITAGE ELEMENTARY SCHOOL SALARY TOTAL	**4,160,328.00**	-	245,964.00	-	**4,406,292.00**
17 SHEPHERD HILL REGIONAL HIGH SCHOOL SALARY TOTAL	**7,827,977.00**	-	327,290.00	-	**8,155,267.00**
19 CHARLTON MIDDLE SCHOOL SALARY TOTAL	**5,765,261.00**	-	159,043.00	-	**5,924,304.00**
20 DUDLEY MIDDLE SCHOOL SALARY TOTAL	**4,952,526.00**	-	136,554.00	-	**5,089,080.00**
Subtotal	33,374,980.00	150,000.00	1,201,118.00	-	34,726,098.00
OTHER EXPENSE					
08 DISTRICT OTHER EXPENSE TOTAL	**15,827,865.00**	-	1,676,229.00	-	**17,504,094.00**
10 MASON ROAD SCHOOL OTHER EXPENSE TOTAL	**306,617.00**	-	32,303.00	-	**338,920.00**
11 DUDLEY ELEMENTARY OTHER EXPENESE TOTAL	**399,894.00**	-	35,694.00	-	**435,588.00**
13 CHARLTON ELEMENtARY OTHER EXPENSE TOTAL	**374,859.00**	-	35,236.00	-	**410,095.00**
14 HERITAGE ELEMENTARY OTHER EXPENSE TOTAL	**464,172.00**	-	57,575.00	-	**521,747.00**
17 SHEPHERD HILL REG. OTHER EXPENSE TOTAL	**1,329,941.00**	-	88,437.00	-	**1,418,378.00**
19 CHARLTON MIDDLE OTHER EXPENSE TOTAL	**553,740.00**	-	81,745.00	-	**635,485.00**
20 DUDLEY MIDDLE OTHER EXPENSE TOTAL	**527,735.00**	-	104,846.00	-	**632,581.00**
Subtotal	19,784,823.00	-	2,112,065.00	-	21,896,888.00
SUMMARY					
08 DISTRICT TOTAL	**17,747,215.00**	150,000.00	1,555,781.00	-	**19,452,996.00**
10 MASON ROAD SCHOOL TOTAL	**2,682,239.00**	-	117,053.00	-	**2,799,292.00**
11 DUDLEY ELEMENTARY SCHOOL TOTAL	**3,341,580.00**	-	178,671.00	-	**3,520,251.00**
13 CHARLTON ELEMENTARY SCHOOL TOTAL	**3,807,089.00**	-	260,224.00	-	**4,067,313.00**
14 HERITAGE ELEMENTARY SCHOOL TOTAL	**4,624,500.00**	-	303,539.00	-	**4,928,039.00**
17 SHEPHERD HILL REGIONAL HIGH SCHOOL TOTAL	**9,157,918.00**	-	415,727.00	-	**9,573,645.00**
CHARLTON MIDDLE SCHOOL TOTAL	**6,319,001.00**	-	240,788.00	-	**6,559,789.00**
DUDLEY MIDDLE SCHOOL TOTAL	**5,480,261.00**	-	241,400.00	-	**5,721,661.00**
DISTRICT OPERATING TOTAL	53,159,803.00	150,000.00	3,313,183.00	-	56,622,986.00
Operating	53,159,803.00	150,000.00	3,313,183.00	-	56,622,986.00
Capital	204,638.00	-	(6,000.00)	-	198,638.00
Capital One Time (Charlton)					1,500,000.00
DISTRICT GRAND TOTAL	53,364,441.00	150,000.00	3,307,183.00	-	58,321,624.00

2023-2024 Budget - $200K Reduction from Level Service

	Revised Final Budget 2022-23	FY24 Budget $200K Reduction From Level Service 2023-24	FY24 Budget Final Updated Budget January 2024	FY24 Updated Budget 6/28/2023
EXPENSES				
Operating Budget	53,159,803	56,622,986	56,622,986	3,463,183
Capital Budget	204,638	1,698,638	1,698,638	1,494,000
Total Expenses	$ 53,364,441	$ 58,321,624	$ 58,321,624	4,957,183
REVENUES				
State Aid - Chapter 70	24,688,393	24,984,883	24,984,883	296,490
State Aid - Transportation	1,844,739	2,519,089	2,224,141	379,402
State Aid - Charter Reimbursement	100,000			(100,000)
Reserves - Annual	1,097,390	1,097,390	1,097,390	-
Reserves - One Time				-
Medicaid	200,000	200,000	200,000	-
Reserve for Sewer Charges				-
Reserves Transportation	252,396	240,936	240,936	(11,460)
Reserves Transportation Add'l			294,948	294,948
Reserves Transportation Add'l - Carryforward				-
Reserve & Donations for Capital	64,974	3,454	3,454	(61,520)
Sub Total	$ 28,247,892	$ 29,045,752	$ 29,045,752	797,860
Assessment to Towns	$ 25,116,549	$ 29,275,872	$ 29,275,872	4,159,323

2023-2024 Budget - $200K Reduction from Level Service

	Revised Final Budget 2022-23	FY24 Budget $200K Reduction From Level Service 2023-24	FY24 Budget Final Updated Budget January 2024	FY24 Updated Budget 6/28/2023
ASSESSMENTS TO TOWNS				
CHARLTON				
Operating Assessment	14,040,283	15,830,220	15,830,220	1,789,937
Transportation Assessment	925,777	898,862	898,862	(26,915)
Capital Assessment	80,023	108,799	108,799	28,776
Net Assessment	$ 15,046,083	$ 16,837,881	$ 16,837,881	$ 1,791,798
DUDLEY				
Operating Assessment	9,189,853	10,076,609	10,076,609	886,756
Transportation Assessment	820,972	774,997	774,997	(45,975)
Capital Assessment	59,641	86,385	86,385	26,744
Net Assessment	$ 10,070,466	$ 10,937,991	$ 10,937,991	$ 867,525
Total District Assessments	$ 25,116,549	$ 27,775,872	$ 27,775,872	2,659,323
One Time Assessments - Town of Charlton				
Feasibility Study	-			-
Capital Vote - September 2022 (voluntary)	-	1,500,000	1,500,000	1,500,000
	-	1,500,000	1,500,000	1,500,000
One Time Assessments - Town of Dudley				
Feasibility Study	-			-
	-	-		-

2023-2024 Budget - $200K Reduction from Level Service

	Revised Final Budget 2022-23	FY24 Budget $200K Reduction From Level Service 2023-24	FY24 Budget Final Updated Budget January 2024	FY24 Updated Budget 6/28/2023
CHARLTON				
Operating Assessment - Required	11,793,404	12,737,269	12,737,269	943,865
Operating Assessment - Additional	2,246,879	3,092,951	3,092,951	846,072
Transportation Assessment	925,777	898,862	898,862	(26,915)
Capital Assessment	80,023	108,799	108,799	28,776
Net Assessment	$ 15,046,083	$ 16,837,881		$ 1,791,798
DUDLEY				
Operating Assessment - Required	7,197,338	7,409,875	7,409,875	212,537
Operating Assessment - Additional	1,992,515	2,666,734	2,666,734	674,219
Transportation Assessment	820,972	774,997	774,997	(45,975)
Capital Assessment	59,641	86,385	86,385	26,744
Net Assessment	$ 10,070,466	$ 10,937,991	$ 10,937,991	$ 867,525
	25,116,549	27,775,872	27,775,872	2,659,323
One Time Assessments - Town of Charlton				
Feasibility Study	-			-
Capital Vote - September 2022 (voluntary)	-	1,500,000	1,500,000	1,500,000
	-	1,500,000		1,500,000
Total Town of Charlton		18,337,881	18,337,881	
Total Town of Dudley		10,937,991	10,937,991	
		29,275,872	29,275,872	

Summary - District

Account Description	FY23 Final Budget	FY24 Staff changes and transfers	FY24 Increases/ (Decreases)	FY24 New Staffing	FY24 Proposed Budget 3/8/2023	FY24 Budget Amendments January 2024	FY24 Revised Budget January 2024
Salary							
Superintedent and Business Office	917,903	70,000	(3,206)	-	984,697.00	(116,801)	867,896
Technology	229,484	-	6,311	-	235,795.00	-	235,795
Special Education	728,283	80,000	23,248	-	831,531.00	-	831,531
Curriculum and Professional Development	43,680	-	-	-	43,680.00	(30,000)	13,680
Total Salary	1,919,350.00	$ 150,000	$ 26,353	$ -	2,095,703.00	(146,801)	1,948,902
Other Expenses							-
Technology	58,700	-	75,000	-	133,700.00	-	133,700
State Assessments	744,162	-	(44,042)	-	700,120.00	(105,098)	595,022
Special Education	2,778,064	-	805,000	-	3,583,064.00	-	3,583,064
School Committee	96,706	-	-	-	96,706.00	-	96,706
Superintendent and Business Office	70,550	-	-	-	70,550.00	-	70,550
Maintenance	13,350	-	-	-	13,350.00	-	13,350
Contingency	200,000	-	-	-	200,000.00	-	200,000
Professional Development	94,088	-	-	-	94,088.00	-	94,088
Transportation	2,844,455	-	400,000	-	3,244,455.00	-	3,244,455
Employee Benefits and Insurance	8,927,790	-	493,470	-	9,421,260.00	51,899	9,473,159
Total Other Expenses	15,827,865.00	$ -	$ 1,729,428	$ -	17,557,293.00	(53,199)	17,504,094
Total - District	17,747,215.00	$ 150,000	$ 1,755,781	$ -	19,652,996.00	(200,000)	19,452,996

Account Description	FY23 Final Budget	FY24 Staff changes and transfers	FY24 Increases/ (Decreases)	FY24 New Staffing	FY24 Proposed Budget 3/8/2023	FY24 Budget Amendments January 2024	FY24 Revised Budget January 2024
DISTRICT SALARY							
Superintedent and Business Office							
Superintendent	169,026.00		4,648		173,674.00		173,674
Asst. Supt. For Teaching and Learning	138,006.00		3,795		141,801.00	(116,801)	25,000
Finance Director	132,036.00		3,630		135,666.00		135,666
Secretaries	373,500.00		(15,279)		358,221.00		358,221
Data Specialst/District Office Asst.	16,806.00	40,000			56,806.00		56,806
	-						-
Treasurer	19,007.00		-		19,007.00		19,007
District-Wide Stipends	34,522.00		-		34,522.00		34,522
Facility Director	27,000.00	30,000	-		57,000.00		57,000
Attendance Officers	8,000.00		-		8,000.00		8,000
Subtotal	917,903.00	$ 70,000	$ (3,206)	$ -	984,697.00	(116,801)	867,896
Technology							
Technology Coordinator	105,336.00		2,897		108,233.00		108,233
Technicians	124,148.00		3,414		127,562.00		127,562
Technology Support	-				-		-
Subtotal	229,484.00	$ -	$ 6,311	$ -	235,795.00	-	235,795
Special Education							
Special Education Director	123,000.00		3,383		126,383.00		126,383
Special Education Secretaries	56,600.00	30,000	15,279		101,879.00		101,879
Special Education Team Chair Coordinator	381,909.00	50,000			431,909.00		431,909
OT - D/W	83,387.00		2,293		85,680.00		85,680
BCBA	83,387.00		2,293		85,680.00		85,680
Subtotal	728,283.00	$ 80,000	$ 23,248	$ -	831,531.00	-	831,531
Curriculum and Professional Development							
Curriculum Director	-				-		-
STEAM Director	-				-		-
ELL D/W	-				-		-
Prof Dev, District - Curriculum Study	43,680.00				43,680.00	(30,000)	13,680
Subtotal	43,680.00	$ -	$ -	$ -	43,680.00	(30,000)	13,680
08 DISTRICT SALARY TOTAL	1,919,350.00	$ 150,000	$ 26,353	$ -	2,095,703.00	(146,801)	1,948,902

Account Description	FY23 Final Budget	FY24 Staff changes and transfers	FY24 Increases/ (Decreases)	FY24 New Staffing	FY24 Proposed Budget 3/8/2023	FY24 Budget Amendments January 2024	FY24 Revised Budget January 2024
DISTRICT OTHER							
Technology							
Travel, Technology	3,000.00				3,000.00		3,000
Hardware Replacement			75,000		75,000.00		75,000
Technology, Adm	55,700.00		-		55,700.00		55,700
Subtotal	58,700.00	$ -	$ 75,000	$ -	133,700.00	-	133,700
State Assessments							
School Choice	450,954.00		(59,241)		391,713.00		391,713
Tuition, Charter School	293,208.00		15,199		308,407.00	(105,098)	203,309
Subtotal	744,162.00	$ -	$ (44,042)	$ -	700,120.00	(105,098)	595,022
Special Education							
Assessment, Special Education	6,000.00				6,000.00		6,000
Telephone, Special Education	800.00				800.00		800
Prof Dev, Travel, Spec Ed Adm	2,545.00				2,545.00		2,545
Copier Services, Special Education	-				-		-
Therapy Svcs, Special Education	422,758.00				422,758.00		422,758
Assistive Tech., Special Education	12,500.00				12,500.00		12,500
Transportation, Special Education	919,114.00		150,000		1,069,114.00		1,069,114
Transportation, Foster Care	88,400.00				88,400.00		88,400
Supplies, Special Education	4,000.00				4,000.00		4,000
Professional Growth,Special Education	8,000.00				8,000.00		8,000
Contr Svcs, Special Education, Adm	-				-		-
Tuition, Mass Sch, Special Education	-				-		-
Tuition, Collaborative	330,857.00				330,857.00		330,857
Tuition, Private Day, Special Education	438,725.00		655,000		1,093,725.00		1,093,725
Tuition, Residential, Special Education	544,365.00				544,365.00		544,365
Subtotal	2,778,064.00	$ -	$ 805,000	$ -	3,583,064.00	-	3,583,064
School Committee							
Dues & Meetings, MASC, MARS	9,706.00				9,706.00		9,706
SEPAC	2,000.00				2,000.00		2,000
Misc Expense, School Comm	5,000.00				5,000.00		5,000
Legal Services	35,000.00				35,000.00		35,000
Auditing Expense	40,000.00				40,000.00		40,000
GASB 45 Compliance	5,000.00				5,000.00		5,000
Subtotal	96,706.00	$ -	$ -	$ -	96,706.00	-	96,706
Superintendent and Business Office							
Advertising	8,000.00				8,000.00		8,000
Telephone, Adm	4,000.00				4,000.00		4,000

Account Description	FY23 Final Budget	FY24 Staff changes and transfers	FY24 Increases/ (Decreases)	FY24 New Staffing	FY24 Proposed Budget 3/8/2023	FY24 Budget Amendments January 2024	FY24 Revised Budget January 2024
Dues & Meetings, Central Adm	3,700.00				3,700.00		3,700
Prof Dev, Travel, Secretarial	1,000.00				1,000.00		1,000
Prof Dev, Travel, Supt	7,700.00				7,700.00		7,700
Prof Dev, Travel, Finance Director	4,000.00				4,000.00		4,000
Awards and celebrations, Supt.	4,000.00				4,000.00		4,000
Copier Services, Adm	8,500.00				8,500.00		8,500
Contr Svcs, Tech, Adm	-				-		-
Bank Charges, Adm	2,500.00				2,500.00		2,500
Supplies, Adm	27,150.00				27,150.00		27,150
District Office Space	-				-		-
Subtotal	70,550.00	$ -	$ -	$ -	70,550.00	-	70,550
Maintenance							
Maintenance of Equipment	1,000.00				1,000.00		1,000
Maintenance of Vehicles	12,350.00				12,350.00		12,350
Subtotal	13,350.00	$ -	$ -	$ -	13,350.00	-	13,350
Contingency							
Contingency	200,000.00				200,000.00		200,000
Contingency - Contractual Obligatoins	-				-		-
Contingency - Textbooks					-		-
Subtotal	200,000.00	$ -	$ -	$ -	200,000.00	-	200,000
Professional Development							
Professional Development, District	1,050.00				1,050.00		1,050
Prof Dev, District - $150 per teacher	70,000.00				70,000.00		70,000
Prof Dev, Supplies and Materials	4,218.00				4,218.00		4,218
Prof Dev, Presenter Fees	18,820.00				18,820.00		18,820
	-				-		-
Subtotal	94,088.00	$ -	$ -	$ -	94,088.00	-	94,088
Transportation							
Transportation	2,819,615.00		400,000		3,219,615.00		3,219,615
Transportation, Homeless	24,840.00				24,840.00		24,840
Subtotal	2,844,455.00	$ -	$ 400,000	$ -	3,244,455.00	-	3,244,455
Employee Benefits and Insurance							
F.I.C.A. - Medicare	498,597.00		8,903		507,500.00		507,500
Insurance, BC/BS Elect Preferred	847,339.00		42,367		889,706.00		889,706
Insurance, BC/BS Blue Choice NE	4,634,595.00		232,633		4,867,228.00		4,867,228
Insurance, Medex	606,248.00				606,248.00		606,248
Insurance, Medicare Surcharge	12,950.00				12,950.00		12,950
Insurance, Life	25,245.00				25,245.00		25,245
Insurance, Dental	462,318.00		23,116		485,434.00		485,434

Account Description	FY23 Final Budget	FY24 Staff changes and transfers	FY24 Increases/ (Decreases)	FY24 New Staffing	FY24 Proposed Budget 3/8/2023	FY24 Budget Amendments January 2024	FY24 Revised Budget January 2024
OPEB	25,000.00				25,000.00		25,000
Unemployment Compensation	57,640.00				57,640.00	51,899	109,539
Worker's Compensation	201,911.00		26,577		228,488.00		228,488
Insurance, Fire & General Liability	176,057.00		21,423		197,480.00		197,480
Insurance, Athletics	5,000.00				5,000.00		5,000
Treasurer's Bond	1,625.00				1,625.00		1,625
Insurance, Weekly Indemnity	21,230.00				21,230.00		21,230
	-				-		-
Worcester Regional Retirement	1,352,035.00		138,451		1,490,486.00		1,490,486
Subtotal	8,927,790.00	$ -	$ 493,470	$ -	9,421,260.00	51,899	9,473,159
08 DISTRICT OTHER TOTAL	15,827,865.00	$ -	$ 1,729,428	$ -	17,557,293.00	(53,199)	17,504,094
							-
08 DISTRICT TOTAL	17,747,215.00	$ 150,000	$ 1,755,781	$ -	19,652,996.00	(200,000)	19,452,996

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Alcohol, Tobacco, and Drug Use by Students Prohibited

The Dudley-Charlton Regional School Committee prohibits the use of, serving of, consumption of any alcoholic beverages, any tobacco product or nicotine delivery system including a vapor/E-cigarette device; marijuana; steroids; or the unauthorized consumption of any controlled substance at a school function, within our school buildings, on school grounds, on school buses or school provided transportation.

A student shall not, regardless of quantity, use, consume, possess, purchase, sell, or give away any beverage containing alcohol; any tobacco product or nicotine delivery system including a vapor/E-cigarette device; marijuana; steroids; or any controlled substance within our school buildings, on school grounds, on school buses or school provided transportation

Additionally, any student who is under the influence of drugs or alcohol prior to attendance at, or participation in, school-sponsored activity will be barred from that activity and subject to disciplinary action as outlined in the student handbook

It shall be the policy of the Dudley-Charlton Regional School District to permit the use of a breathalyzer to detect alcohol use at any school related function deemed appropriate by the building principal.

An administrative conference with the student and his or her parent(s) or caregiver(s) must take place before the student is readmitted. Conditions must be established and made clear to the student before readmission. Readmission will include evidence that steps have been or are being taken to seek solutions to the problems which were the basis of the suspension.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians or an individual student shall have the right to opt out of the screening by written notice prior to or during the screening.

- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/caregivers of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with the Department of Elementary and Secondary Education (DESE) in accordance with law in a manner requested by DESE.

LEGAL REFS.: MGL 71:96; 71:2A; 71:97; 272:40A~~: MGL 71:37H~~

CROSS REFS.: IHAMA, Teaching About Drugs, Alcohol and Tobacco; ADCA, Drug Free Workplace Policy; ADC, Tobacco Products on School Premises Prohibited

Adopted May 17, 1974

Amended March 25, 1987

Amended March 9, 1988

Amended September 23, 1992

Amended July 14, 1993

Amended April 10, 2002

Amended:

~~First Reading: January 8, 2020~~

~~Second Reading~~

~~And Adoption:~~ January 22, 2020

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY
Student Discipline **JIC**

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect established authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each ~~principal~~Principal shall identify prohibited actions in the student handbook or other publication to be made available to students and parents/guardians and ~~caregivers~~. ~~Principal~~Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors or actions by students.

The ~~principal~~Principal or a building administrator, may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

Each ~~principal~~Principal and building administrators have access, reviews annually and adheres to 603 CMR 53.00 regulations promulgated by DESE.

Suspension

In every case of student misconduct for which suspension may be imposed, the ~~principal~~Principal or a building administrator, shall consider ways to re-engage the student in learning.~~;~~ Unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and/or in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school, a Principal shall not suspend or exclude a student until alternatives have been employed and their use and results documented. Alternatives may include but shall not be limited to the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and collaborative problem-solving.~~and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports~~.

The Superintendent and/or Principal shall also implement district/school-wide models to re-engage students in the learning process which shall include but not be limited to positive behavioral interventions and support models, and trauma sensitive learning models.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, the ~~principal~~Principal or a building administrator must provide the student and the parent/guardian ~~or caregiver~~ oral and written notice, and provide the student an opportunity for a hearing with two dates and times offered and the parent/guardian ~~or caregiver or caregiver~~ an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The ~~principal~~Principal or a building administrator shall provide both oral and written notice to the student and parent/guardian ~~or caregiver or caregiver~~ in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent/guardian ~~or caregiver~~ present, the ~~principal~~Principal or building administrator must be able to document reasonable efforts to include the parent/guardian ~~or caregiver~~.

The Principal or a designee shall notify the Superintendent in writing, including by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

For any suspension or exclusion under this section, the Principal or designee of a school in which the student is enrolled, shall provide to the student and parent/guardian, notice of the charges and the reason for the suspension or exclusion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the Principal, or a designee, to discuss the charges and reasons for the suspension or exclusion prior to the suspension or exclusion taking effect. The Principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the Principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

Emergency Removal

The ~~principal~~Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the ~~principal~~Principal's judgment, there is no alternative available to alleviate the danger or disruption. The ~~principal~~Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the ~~principal~~Principal shall:

- 1. Make immediate and reasonable efforts to orally notify the student and the student's parent/~~guardian or caregiver of~~guardian of the emergency removal, the reason for the

need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation;

2. Provide written notice to the student and parent/~~guardian or caregiver as~~guardian as required above~~;~~. The notice shall include the rights enumerated in law and regulation;

3. Provide the student an opportunity for a hearing with the ~~principal~~Principal that complies with applicable regulations, and the parent/~~guardian or caregiver an~~guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the ~~principal~~Principal, student, and parent/guardian. ~~or caregiver~~

4. Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

The ~~principal~~Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The ~~principal~~Principal or a building administrator may use in-school suspension as an alternative to short-term suspension for disciplinary offenses provided that the Principal or a building administrator follows the process set forth in State regulation and the student has had the opportunity to make academic progress.

~~The principal~~Principal ~~or a building administrator may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal~~Principal ~~follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.~~

~~Principal~~Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the ~~principal~~Principal shall be to;

- Hear and consider information regarding the alleged incident for which the student may be suspended
- Provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident
- Determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the ~~principal~~Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the ~~principal~~Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The ~~principal~~Principal shall provide the parent/guardian ~~or caregiver~~, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the ~~principal~~Principal should consider in determining consequences for the student.

The ~~principal~~Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The ~~principal~~Principal shall notify the student and parent/guardian ~~or caregiver~~ of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the ~~principal~~Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

~~Principal~~Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the ~~principal~~Principal shall be to:

- Hear and consider information regarding the alleged incident for which the student may be suspended,
- Provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident
- Determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

- In advance of the hearing, the opportunity to review the student's record and the documents upon which the ~~principal~~Principal may rely in making a determination to suspend the student or not
- The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense
- The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so
- The right to cross-examine witnesses presented by the school district
- The right to request that the hearing be recorded by the ~~principal~~Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian ~~or caregiver~~ requests an audio recording, the ~~principal~~Principal shall inform all participants before the

hearing that an audio record will be made and a copy will be provided to the student and parent/guardian ~~or caregiver~~ upon request.

The ~~principal~~Principal shall provide the parent/guardian ~~or caregiver~~, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the ~~principal~~Principal should consider in determining consequences for the student.

The ~~principal~~Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The ~~principal~~Principal shall send the written determination to the student and parent/guardian ~~or caregiver~~ by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian ~~or caregiver~~ for school communications, or any other method of delivery agreed to by the ~~principal~~Principal and the parent/guardian ~~or caregiver~~.

If the ~~principal~~Principal decides to suspend the student, the written determination shall:

- Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing
- Set out the key facts and conclusions reached by the ~~principal~~Principal
- Identify the length and effective date of the suspension, as well as a date of return to school
- Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation
- Inform the student of the right to appeal the ~~principal~~Principal's decision to the Superintendent or designee, but only if the ~~principal~~Principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information:

- The process for appealing the decision, including that the student or parent/guardian ~~or caregiver~~ must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension
- The provision that within the five (5) calendar days the student or parent/guardian ~~or caregiver~~ may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days
- That the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the ~~principal~~Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the ~~principal~~Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the ~~principal~~Principal shall have the right to appeal the ~~principal~~Principal's decision to the Superintendent.

The student or parent/guardian ~~or caregiver~~ shall file a notice of appeal with the Superintendent within the time period noted above (see ~~principal~~Principal's hearing – Long Term Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian ~~or caregiver~~ requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent/guardian ~~or caregiver~~ in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian ~~or caregiver~~ and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian ~~or caregiver~~ of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and, if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian ~~or caregiver~~ upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian ~~or caregiver~~ upon request. The student shall have all the rights afforded the student at the ~~principal~~Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the ~~principal~~Principal, but shall not impose a suspension greater than that imposed by the ~~principal~~Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the educational staff or,

- A felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if the ~~principal~~Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The ~~principal~~Principal shall inform the student and parent/guardian ~~or caregiver~~ of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The ~~principal~~Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents/guardians of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The ~~principal~~Principal shall notify the parent/guardian ~~or caregiver~~ and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The ~~principal~~Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic

status, English language learner status, and students with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. 71:37H; 71:37H ½; 71:37H ¾; 76:17; 76:21 603 CMR 53.00; 53.10§3-5;53.13§1

Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School

REFS.: Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973

https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-guidance.pdf

Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's (IDEA's) Discipline Provisions.
- https://sites.ed.gov/idea/files/qa-addressing-the-needs-of-children-with-disabilities-and-idea-discipline-provisions.pdf

Adopted December 12, 2012
Amended October 27, 2021

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY
School Committee Meetings **BE**

Regular Meetings

Regularly scheduled meetings of the school committee will be held on the second Wednesday ~~and fourth Wednesday~~ of each month. ~~with the exception of July, August, November and December when the school committee will meet once each month.~~ The chair may cancel a meeting as necessary pursuant to the provisions of the Open Meeting Law.

Regularly scheduled School Committee meetings will sequentially alternate from ~~the library of the~~ Shepherd Hill Regional High School in Dudley, and ~~the library of~~ the Charlton Middle School in Charlton, unless otherwise posted through the chair under the Open Meeting Law and under the advice of the administration. The school committee may also schedule some of the meetings at other school buildings within the district. The meetings will begin at ~~7~~ 6:30 PM, unless otherwise voted.

Amended February 27, 1991
Amended April 24, 2002
Amended July 19, 2012
Amended April 14, 2021

Special Meetings

Special meetings of the school committee may be called by the chair or at a regular meeting by vote of the school committee pursuant to the provisions of the Open Meeting Law.

Emergency Meetings

An emergency meeting may be called by the chair when immediate, non-delayed action is ~~be~~ imperative.

Proposed for Amendment:

Adopted January 13, 1972
Amended April 24, 2002
Amended February 13, 2013
Amended April 14, 2021

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY
Use of Electronic Messaging
by School Committee Members

BHE

As elected public officials, Sschool Ceommittee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (email), text messages, social media postings, iInternet web forums, and iInternet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the Ceommittee has supervision, control or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Ceommittee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law eElectronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the Sschool Ceommittee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the Sschool Ceommittee, or the district shall provide district e-mail addresses, which are archived. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis. ~~These copies shall be printed and retained in the central office in the same fashion as any other school committee records.~~

LEGAL REFS.: MGL Ch. 4:7, ~~39:23A~~30A:18, 23B, 66:10

Adopted January 31, 2005