

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee

Wednesday, January 8, 2025 at **6:30 PM**

Shepherd Hill Regional High School

68 Dudley-Oxford Road

Dudley, MA 01571

Minutes

I. Call Meeting to Order

The meeting was called to order at 6:34pm

In attendance:

Jeanne Costello, Vice-Chair

Maureen Chickering

Caitlynn Panczyk

Cathleen Carmignani

Jaime Dell'Ovo

Nicole Enberg

II. Pledge of Allegiance

III. Moment of Silence

IV. Superintendent's Award – Donovan Ennis

V. Shepherd Hill RHS Principal's Award – Mekhi Blanc

VI. Consent Agenda Items

- a. Approval of the Warrant
- b. Approval of Minutes Regular Meeting – December 11, 2024
- c. Approval of Minutes Executive Session – December 11, 2024

A motion by J. Dell'Ovo, seconded by C. Carmignani to approve all consent agenda items was approved unanimously.

J. Costello - Yes

J. Dell'Ovo - Yes

C. Panczyk - Yes

M. Chickering - Yes

C. Carmignani - Yes

N. Enberg - Yes

VII. Communications

J. Costello stated SEPAC's next meeting will be January 15, 2025 at Charlton Middle School. Board members meet at 6:30pm and the meeting starts at 7:00pm.

VIII. Student Representative Report – Anthony Avoglia

- Sawyer Ayotte became back to back wrestling champion at the Chelmsford Invitational.
- SHRHS Drama club will be performing Hamlet Noir this weekend.

IX. Superintendent's Report

- MA legislature approved the transfer of land from DCRSD to the Town of Charlton at the end of 2024.
- Fiscal Year 2026 budget planning for health insurance will once again be a critical fiscal area that will affect both employees and our overall financial stability. Our commitment to strategic planning will be pivotal in identifying cost-effective solutions and necessary changes.

- Superintendent Lamarche acknowledged the 2025 “Heroes Among Us” honorees. The event will be March 22, 2025 at the Wellsworth Hotel in Southbridge, MA. Recognized were:

Ray Ayotte	Cindy Boyd	Frank Damelio	Dana Dumas
Claudette Eagleton	Toni Fredette	Connie Galli	Amy Kirouac
Christine Savoie	Carl Strazzullo		

X. Public Comment

No public comment

XI. New Business

A. Director of Finance and Operations Report – Joseph DeSantis

1. Update Fiscal Year 2025
Any new purchases will be approved at the Finance Director level for the remainder of the year.
2. Fiscal Year 2026 Planning
FY2026 expenditures will be impacted due to increased utility costs, increased costs associated with Healthcare and collective bargaining of union contracts.
3. Update Excess and Deficiency (E&D)
The District has provided financial data to the Division of Local Services (DLS) to certify the use of E&D.
4. Update Fiscal Year 2024 Auditors
There have not been any reported findings from Marcum, LLP. Additional updates will be provided on a monthly basis until the final Audit report is published.
5. Update Heritage Elementary School
We’ve received our 1st quote for \$6,350.00 to fix the oil tank cover and tank components that are causing the oil tank to leak. We are waiting for 2 more quotes to come in.

B. Update - Professional Development Day, Jan. 3, 2025 – Assistant Superintendent Kelly True Asst. Superintendent True stated she received alot of positive feedback from this PD day. There were 12 people at the last PD day that stated they did not further their practice, this PD day there were only 3 out of 300 people that stated they did not further their practice.

C. Amazon STEM planning – Steven Lamarche

Amazon has dedicated 1.5 million dollars towards school systems in \$150,000.00 installments per year for the next 10 years. This money can be used for anything from high quality instructional materials at elementary level in math and science to off-setting our operational budget.

D. Update Superintendent’s Goals

Goal #1- Curriculum, Planning and Assessment

As part of our ongoing efforts to align with School Committee Policy IGA, we are in the early stages of developing a multi-year curriculum plan. Assistant Superintendent True has embraced the essential task of creating the framework for this plan within the context of DCRSD's goals. The next step in this process will involve presenting the second installment of the Student Achievement Report to the Committee and the community at the next scheduled meeting. This report will serve as a critical entry point for assessing our current curriculum needs and priorities.

We are also beginning to engage educators and leaders across the district to ensure that, as we progress, the plan reflects a shared vision for our schools.

This initiative remains on track for completion in 2025.

Goal #2 - Teaching All Students

We continue to prioritize improving opportunities for all learners to be educated in the least restrictive environment, with a particular emphasis on supporting English learners and students with disabilities.

To achieve this, I have been working closely with the Director of Pupil Personnel Services and the Assistant Superintendent to identify areas for incremental improvement. Simultaneously, we are laying the foundational groundwork for a cohesive DCRSD Multi-Tiered System of Supports (MTSS). This collaborative effort involves principals, building-level administrators, special education coordinators, educators, and student support services.

This foundational work will enable us to provide more effective and equitable interventions for students, ensuring their needs are met in ways that promote success for every learner.

Building this system is a long-term endeavor that requires time, the right data, and an evolving understanding to fully develop into a systematic and impactful approach. Preliminary LRE data suggests that our collective efforts have already increased opportunities for students to learn in

the least restrictive environment. However, a sustained focus on strengthening instructional practices for all learners in the classroom remains essential to ensure that every student makes effective progress.

Progress toward this goal continues to be made.

Goal #3 - Family and Community Engagement

All plans are on target for updating in 2025

Goal #4 - Professional Culture

This year, we have made meaningful strides in fostering a collaborative and inclusive professional culture across the district.

- **Promoting Leadership at All Levels:** Staff at each school are continuously encouraged to provide input on a wide range of building-based and instructional strategies and outcomes. Over the past two years, this approach has evolved significantly, embedding the principle that “every voice matters” in the success of all our students. A key focus moving forward is navigating differing points of view and developing the best outcomes in the face of disagreements.

- **Continuous Professional Development:** Building on efforts initiated last year, we have introduced targeted professional development opportunities, including workshops on instructional strategies, data-driven instruction, and instructional leadership. These opportunities have been delivered through professional staff offerings and carefully designed PD planning.

E. 2025-2028 Wage and Benefits Schedules - Vote

A motion by C. Carmignani, seconded by N. Enberg to adopt the 2025-2028 Wage & Benefits schedules was approved unanimously.

J. Costello - Yes

J. Dell'Ovo - Yes

C. Panczyk - Yes

M. Chickering - Yes

C. Carmignani - Yes

N. Enberg - Yes

XII. Adjourn

A motion by J. Dell'Ovo, seconded by C. Panczyk to adjourn the meeting at 7:53pm was passed unanimously.

J. Costello - Yes

M. Chickering - 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.

2024-2025 School Committee Goals

Fiscal Responsibility

1. *The DCRSD School Committee will vote to improve a revised 10- year Capital Plan to reflect the needs identified in the 2024 architectural review of all seven schools.*
2. *The DCRSD School Committee will incorporate completed and forthcoming reports, reviews, and evaluations (e.g., Education Resource Strategies, Facilities Conditions Report) into long-range planning. This planning will guide the development of a Fiscal Year 2026 budget, structured to preserve the integrity of existing programs and prioritizing expenditures to provide a comprehensive educational experience for all students.*

Enhance Educational Excellence

1. *The DCRSD School Committee will support hiring, developing and utilizing staff that drive positive school culture and help create a unified district.*
2. *The DCRSD School Committee will support professional development opportunities that align with the District mission for exceptional teaching and learning for all students.*
3. *The DCRSD School Committee will ensure that all students have access to innovative platforms and technologies.*
4. *The DCRSD School Committee will continue their oversight of the implementation of policy IGA Curriculum Evaluation, Development and Adoption to review, revise or adapt high quality instructional materials for all students.*

Enhance Community Outreach and Stakeholder Engagement

1. *The DCRSD School Committee will continue to evolve their roles as community liaisons to strengthen relationships with local boards and organizations.*

Next Meeting Dates

School Committee Meeting: Wednesday, January 22, 2025 – CMS

Budget and Finance Subcommittee: Tuesday, January 14, 2025 12:00 PM - Video Conference

Policy Review Subcommittee: Thursday, February 6, 2025, 8:00 AM District Office

Curriculum Subcommittee for Teaching and Learning: TBD - Video Conference

Capital Outlay/Safety Subcommittee: Wednesday, January 15, 2025 8:00 AM - Video Conference

Future Agenda Items: FY26 Budget Planning (ongoing), Student Achievement Report (Jan.), FY26 Presentation (Jan.), All Boards (Feb.), Budget Hearing (Feb.), SEPAC (Apr.)

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Agenda

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VII. Communications

VIII. Student Representative Report – Anthony Avoglia

IX. Superintendent's Report

X. Public Comment

XI. New Business

A. Director of Finance and Operations Report – Joseph DeSantis

- 1. Update Fiscal Year 2025
- 2. Fiscal Year 2026 Planning
- 3. Update Excess and Deficiency (E&D)
- 4. Update Fiscal Year 2024 Auditors
- 5. Update Heritage Elementary School

B. Update - Professional Development Day, Jan. 3, 2025 – Assistant Superintendent Kelly True

C. Amazon STEM planning – Steven Lamarche

D. Update Superintendent's Goals

E. 2025-2028 Wage and Benefits Schedules - Vote

XII. Adjourn

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Steven M. Lamarche
Superintendent of Schools

Kelly A. True
Assistant Superintendent
for Teaching and Learning

Heather M. Harriman
Director of Pupil Personnel
Services

Joseph J. DeSantis
Director of Finance and
Operations

MaryEllen Cerbone
Director of Human Resources

January 8, 2025

Superintendent's Certificate of Academic Excellence

Mr. Donovan Ennis
236 Sunset Drive
Charlton, MA 01507

Parents:
Ms. Margaret Ennis and
Mr. Michael Ennis

To the Dudley-Charlton School Committee and the Dudley-Charlton community:
I proudly present the 2024-2025 Massachusetts Association of School Superintendents' Certificate of Academic Excellence Award to Shepherd Hill Regional High School (SHRHS) senior, Donovan Ennis.

It is with great pride that I recognize Donovan, a student who embodies the spirit of the community of Dudley-Charlton and Shepherd Hill Regional High School like no other. Having had the privilege of observing his academic journey and personal growth, I can confidently say that Donovan exemplifies the qualities of outstanding scholarship and demonstrates immense promise for future success.

Academically, Donovan stands in a class of his own. Throughout his high school career, he has maintained an unweighted 4.0 GPA while excelling in rigorous coursework such as AP Seminar, AP Research, and AP Calculus BC. His commitment to academic excellence extends beyond traditional classrooms, as evidenced by his success in dual-enrollment college courses and virtual biotechnology studies, where he also earned top marks. As a Rensselaer Medalist, recognized for his excellence in math and science, Donovan's intellectual capacity and dedication to learning are undeniable.

What truly distinguishes Donovan, however, is not just his stellar academic performance but his remarkable ability to apply knowledge and lead by example. When budget cuts led to the dissolution of the robotics club at SHRHS, Donovan refused to accept this setback. Instead, he founded STEMLink, an initiative designed to promote STEM education in the community. This endeavor highlighted his leadership, resilience, and vision; qualities that will undoubtedly propel him toward future success. Donovan is an exceptional problem solver, consistently seeking high-quality outcomes and innovative solutions.

Most recently, Donovan demonstrated these same leadership qualities by working with his high school principal to revive the SHRHS Robotics Club for this school year. His proactive approach included proposing the program, inventorying available resources, and advocating for the appointment of an advisor. Thanks to his efforts, an advisor has been secured, and the program is poised for success; a testament to Donovan's leadership, organization, thoughtfulness, and maturity.

In addition to his academic and extracurricular achievements, Donovan has been an active member of the Dudley-Charlton Leadership Council (DCLC), formerly the Superintendent's Council, throughout high school. His involvement has been instrumental in launching impactful district-wide initiatives. For instance, last year, DCLC invited the CEO of a startup software company to discuss the challenges of entrepreneurship and showcase a student-centered software platform. Donovan played a pivotal role in this project, dedicating considerable time to providing real-time feedback that informed the software's development and ultimately led to a future internship opportunity.

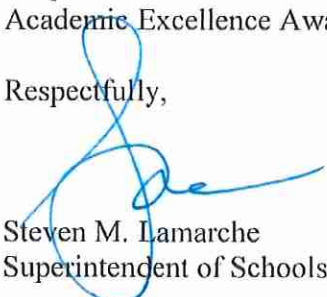
Beyond academics and leadership, Donovan's commitment to giving back to his community is equally impressive. His advocacy for STEM education with Massachusetts State Senator Ryan Fattman and his leadership in promoting mental health awareness through the establishment of an Active Minds chapter underscore his deep sense of social responsibility. These initiatives, combined with his extensive volunteer work, reveal a young man who not only excels academically but also seeks to make a meaningful impact on the world around him.

In December 2024, Donovan was selected by the Acting Commissioner and the Department of Elementary and Secondary Education as one of the U.S. Presidential Scholar nominees to represent Massachusetts.

Looking ahead, Donovan plans to pursue studies in biomedical or chemical engineering, driven by personal experiences. His intellectual curiosity and passion for advancing medical knowledge, particularly in relation to rare diseases, position him to make groundbreaking contributions in the future.

In summary, Donovan Ennis is a student of exceptional intellectual ability, leadership, and integrity, with unlimited potential to excel in academic and professional pursuits. His blend of scholarly excellence, leadership, and commitment to community service makes him the ideal recipient of the 2024-2025 Massachusetts Association of School Superintendents' Certificate of Academic Excellence Award.

Respectfully,



Steven M. Lamarche
Superintendent of Schools

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

School Committee

01.08.2025



I have a few items to share

Happy New Year, and welcome back to the second half of the 2024-2025 school year! As we transition into 2025, I am filled with optimism and excitement for what lies ahead. The second half of the school year is a time to substantiate and build on the strong foundations we've created together in the fall and to continue striving for excellence in all we do.

To our staff: Thank you for the incredible effort and dedication you've already poured into this school year. As we step into the new year, let's re-energize and focus on the opportunities before us. Whether through refining instructional strategies, fostering meaningful relationships, or embracing innovative practices, your work makes a profound difference in the lives of our students.

To our students: The midpoint of the year is a perfect time to reflect on your goals and achievements. What have you accomplished so far, and where do you want to grow? The second half of the year offers fresh opportunities to push boundaries, deepen your understanding, and create memories that will last a lifetime. Keep striving, stay curious, and know that your potential is limitless.

To our families: Your partnership has been vital to our successes thus far, and we look forward to continuing this collaboration in the months ahead. Whether it's encouraging your child at home, participating in school events, or simply staying engaged with us, your support is invaluable in shaping a positive educational experience for all students.

As we move into 2025, let's recommit ourselves to the values of community, perseverance, and kindness. The second half of the year is about finishing strong, celebrating milestones, and ensuring that every student is prepared for the future. Together, we can make these next months a time of growth, achievement, and joy.

Welcome back, and let's make 2025 unforgettable!

The Massachusetts legislature ended 2024 with a flurry of approved bills to include the approval of the transfer of land from the Dudley-Charlton RSD to the Town of Charlton, marking a significant milestone for our community. This decision reflects a collective commitment to ensuring the land is utilized for the benefit of everyone; students, residents, and future generations alike.

This accomplishment this year is a testament to the collaboration between our regional representatives, school district officials, and community advocates who worked tirelessly to bring this transfer to fruition. It symbolizes a brighter future where the resources of the town and school district are aligned to maximize opportunity and benefit for everyone.

As we work to finalize the 2026 fiscal year budget, we continue to face numerous uncertainties, many of which stem from the intricate and ever-evolving landscape of state budgeting in Massachusetts and the balanced allocation of resources in our two communities of Dudley and Charlton. Fiscal year planning must align with local and legislative timelines while addressing emerging fiscal pressures to maintain continuous improvement in all our schools for all our students.

One of the most complex and significant components of our Fiscal Year 2026 budget planning will be health insurance. After facing a substantial increase last year, health insurance will again be a critical fiscal area that affects both our employees and our overall financial stability.

The labyrinth of health insurance involves rising premiums, shifting regulations, and the need to balance affordability for employees with sustainability for the Dudley-Charlton Regional School District and our communities. Navigating these dynamics will require not only meticulous analysis but also proactive engagement with the Massachusetts Strategic Health Group, local associations, and employees. Our commitment to strategic planning will be pivotal in identifying cost-effective solutions and necessary changes while maintaining robust coverage for our employees.

Furthermore, our dedication to our employees will remain at the core of our efforts. Through collaborative and open communication with our associations, we aim to make informed decisions that reflect shared priorities and values. Although the challenges are significant, our focus on thoughtful, forward-thinking approaches ensures that we will be well-positioned to meet the needs of our district employees while planning for a fiscally responsible future for our communities.

Here are a few important dates in 2025.

January

Monday, January 20, 2025 – No School – Martin Luther King Day

February

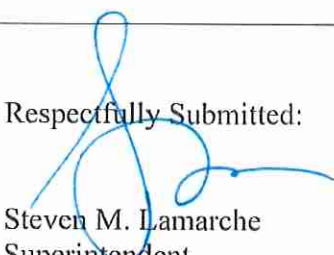
Monday, February 17, 2025 – No School – President's Day

Mon. Feb. 17 – Friday February 21, 2025 – No School Winter Vacation

March

Thursday, March 20, 2025 – No Early Release Day – All students – Parent/Teacher Conferences

Respectfully Submitted:


Steven M. Lamarche
Superintendent

<i>DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT</i>

TO: School Committee

FROM: Joseph DeSantis - Director of Finance & Operations

DATE: January 8, 2025

SUBJECT: Finance Director Update

Fiscal Year 2025: Fiscal Year 2025 is within the established Operating Budget parameters, inclusive of encumbered costs, such as Salaries. A budgetary suspension will be instituted the week of January 6th, 2025 for the remainder of the school year. Any new purchase for which the funds are not already encumbered, or have a related purchase order, will be approved at the Finance Director level. A detailed Operating Budget is included for review.

Fiscal Year 2026: The FY26 budget information has been uploaded for the Committee. It will be discussed as indicated on the agenda. Collective bargaining of union contracts, increased utility costs, and increased costs associated with Healthcare will have an impact on FY2026 Expenditures. The District is currently investigating ways to mitigate or minimize these potential increases.

Excess & Deficiency (E&D): The District has provided financial data to the Division of Local Services (DLS) to certify the use of E&D. Department of Revenue is currently going through the certification process. A further update will be provided once complete.

Audit of Fiscal Year 2024: Marcum, LLP completed field testing of FY24. There have not been any reported findings. Additional updates will be provided on a monthly basis until the final Audit report of FY2024 is published. Copies will be provided to the School Committee once the final Audit report is published.

Heritage Elementary School: On December 26th, 20024, the oil tank and tank lines were tested. It's been found that the oil tank cover and tank compenents are the problems causing the tank to leak. Three companies, CommTank, Holden Mechanical, and Dependable Petroleum have been contacted to receive quotes. The currently installed temporary tanks will continue to serve as the alternative energy source until quotes are obtained and evaluated.

FY2025 Quarter 2 Budget Update

January 8th, 2025

	<u>FY2025 Budget</u>	<u>YTD Spent, plus Encumbrances</u>	<u>Budget Balance</u>	<u>Percentage Used</u>	<u>Notes</u>
District Office					
Salaries,Wages & Benefits	\$ 12,275,211	\$ 12,365,213	\$ (90,002)	-0.73%	increases to Insurance & Staff
Administrative Expenses	\$ 8,827,611	\$ 9,138,813	\$ (311,202)	-3.53%	\$1,000,000 offset from Circuit Breaker to OOD Tuitions
Facilities & Utilities	\$ 4,800	\$ 5,054	\$ (254)	-5.29%	
Technology	\$ 19,000	\$ 22,646	\$ (3,646)	-19.19%	to be offset by I/T Lease
Educational Materials	\$ -	\$ -	\$ -		
Student Activities	\$ -	\$ -	\$ -		
Totals	\$ 21,126,622	\$ 21,531,726	\$ (405,104)	-1.92%	
Mason Road					
Salaries,Wages & Benefits	\$ 2,467,125	\$ 2,687,079	\$ (219,954)	-8.92%	increase to Staff
Administrative Expenses	\$ 43,068	\$ 30,432	\$ 12,636	29.34%	
Facilities & Utilities	\$ 169,053	\$ 159,247	\$ 9,806	5.80%	
Technology	\$ 46,307	\$ 47,392	\$ (1,085)	-2.34%	to be offset by I/T Lease
Educational Materials	\$ 28,241	\$ 25,103	\$ 3,138	11.11%	
Student Activities	\$ 500	\$ -	\$ 500	100.00%	
Totals	\$ 2,754,294	\$ 2,949,253	\$ (194,959)	-7.08%	
Dudley Elementary					
Salaries,Wages & Benefits	\$ 3,323,478	\$ 3,265,289	\$ 58,189	1.75%	
Administrative Expenses	\$ 61,450	\$ 51,027	\$ 10,423	16.96%	
Facilities & Utilities	\$ 209,995	\$ 205,092	\$ 4,903	2.33%	
Technology	\$ 61,228	\$ 57,629	\$ 3,599	5.88%	
Educational Materials	\$ 52,127	\$ 41,039	\$ 11,088	21.27%	
Student Activities	\$ 1,500	\$ -	\$ 1,500	100.00%	
Totals	\$ 3,709,778	\$ 3,620,076	\$ 89,702	2.42%	
Dudley Middle School					
Salaries,Wages & Benefits	\$ 5,550,558	\$ 5,372,684	\$ 177,874	3.20%	
Administrative Expenses	\$ 95,400	\$ 66,699	\$ 28,701	30.08%	
Facilities & Utilities	\$ 380,915	\$ 370,147	\$ 10,768	2.83%	
Technology	\$ 106,431	\$ 77,540	\$ 28,891	27.15%	
Educational Materials	\$ 28,426	\$ 19,488	\$ 8,938	31.44%	
Student Activities	\$ 21,452	\$ 2,129	\$ 19,323	90.08%	
Totals	\$ 6,183,182	\$ 5,908,687	\$ 274,495	4.44%	
Charlton Elementary					
Salaries,Wages & Benefits	\$ 3,736,054	\$ 3,605,397	\$ 130,657	3.50%	
Administrative Expenses	\$ 54,115	\$ 35,448	\$ 18,667	34.50%	
Facilities & Utilities	\$ 223,254	\$ 201,281	\$ 21,973	9.84%	
Technology	\$ 106,865	\$ 50,888	\$ 55,977	52.38%	
Educational Materials	\$ 26,611	\$ 27,013	\$ (402)	-1.51%	
Student Activities	\$ 800	\$ -	\$ 800	100.00%	
Totals	\$ 4,147,699	\$ 3,920,027	\$ 227,672	5.49%	
Heritage School					
Salaries,Wages & Benefits	\$ 4,528,908	\$ 4,122,487	\$ 406,421	8.97%	
Administrative Expenses	\$ 49,620	\$ 34,493	\$ 15,127	30.49%	
Facilities & Utilities	\$ 311,834	\$ 350,825	\$ (38,991)	-12.50%	oil tank & utility cost increase
Technology	\$ 104,846	\$ 58,191	\$ 46,655	44.50%	
Educational Materials	\$ 53,947	\$ 41,191	\$ 12,756	23.65%	
Student Activities	\$ 1,500	\$ -	\$ 1,500	100.00%	
Totals	\$ 5,050,655	\$ 4,607,187	\$ 443,468	8.78%	
Charlton Middle School					
Salaries,Wages & Benefits	\$ 6,320,007	\$ 6,116,641	\$ 203,366	3.22%	
Administrative Expenses	\$ 87,155	\$ 47,648	\$ 39,507	45.33%	
Facilities & Utilities	\$ 388,875	\$ 382,295	\$ 6,580	1.69%	
Technology	\$ 61,473	\$ 96,174	\$ (34,701)	-56.45%	to be offset by I/T Lease
Educational Materials	\$ 30,544	\$ 22,043	\$ 8,501	27.83%	
Student Activities	\$ 29,720	\$ 6,618	\$ 23,102	77.73%	
Totals	\$ 6,917,774	\$ 6,671,419	\$ 246,355	3.56%	
Shepherd Hill					
Salaries,Wages & Benefits	\$ 8,564,132	\$ 8,066,565	\$ 497,567	5.81%	
Administrative Expenses	\$ 449,950	\$ 400,703	\$ 49,247	10.94%	
Facilities & Utilities	\$ 546,452	\$ 567,840	\$ (21,388)	-3.91%	increase cost in Maintenance & Utilities
Technology	\$ 127,781	\$ 121,116	\$ 6,665	5.22%	
Educational Materials	\$ 244,120	\$ 165,051	\$ 79,069	32.39%	
Student Activities	\$ 63,200	\$ 34,009	\$ 29,191	46.19%	
Totals	\$ 9,995,635	\$ 9,355,284	\$ 640,351	6.41%	
RSD Overall Total	\$ 59,885,639	\$ 58,563,659	\$ 1,321,980	2.21%	

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

TO: School Committee

FROM: Joseph DeSantis - Director of Finance & Operations

DATE: January 8, 2025

SUBJECT: Finance Director Update-FY2026 Budget

Preparation for the FY2026 Budget is underway. Preliminary discussions have occurred with building principals and district leadership to assess each entities needs. The Governor's Budget is slated to be released at the end of January 2025, which will detail State Aid Revenues and Minimum Local Contributions.

There are several key factors that will influence recommendations for the FY2026 budget. First, Healthcare costs could increase as much as 32% year over year from FY2025, representing a significant increase of over \$2,000,000. The District is currently investigating ways to mitigate or minimize this potential increase. Contractual obligations are set to increase by an average of approximately 3% overall, equating an increase of roughly \$1,389,718, headlined by DCTA collective bargaining. Transportation costs will increase in FY2026 by approximately \$96,928. Debt payments will increase by \$39,193 in FY2026, based on the districts debt repayment schedules for capital. Out of District Tuitions will increase 3.67%, equating an increase of approximately \$72,666. The recommended annual local pension contribution to Worcester Regional Retirement System for FY2026 will increase \$128,362 year over year from FY2025. Utility costs should remain consistent based on price locks and consumption levels. Please see correlating summary below.

Healthcare	\$ 2,000,000
Contractual Obligations	\$ 1,389,718
Transportation	\$ 96,928
Debt Payments	\$ 39,193
Out of District Tuitions	\$ 72,666
Pension Contribution	\$ 128,362
TOTAL INCREASES	\$ 3,726,867

We will continue to monitor the status of the Governor's Budget as January progresses. We will work with School Committee and Dudley & Charlton town officials to provide further updates as the budget process moves to the final passing stage. We will create detailed FY2026 budget documents as the FY2026 budget process continues.

PROFESSIONAL DEVELOPMENT

1/3/2025

IMPORTANT INFO!

Welcome to 2025! Here are just a few important things to keep in mind for January 3, 2025.

- All sessions are being held between the High School and Dudley Middle School so that there is little transition time between sessions.
- I have allotted 30 minutes between sessions in order to give people ample time to get to their next session.
- All virtual sessions must be attended from a DCRSD building. No staff will be attending sessions from home.
- Paras should adjust their schedule to accommodate their normal working hours, meaning you may need to attend a session late in the morning or leave early from your last session and the presenters are aware.
- Unavoidably, we have some people attending mandatory trainings that are a full 3 hours. If this applies to you, please modify your schedule (you may have to leave a session early or arrive late) in order to have an hour lunch in between.
- **At the end of the day, PLEASE fill out THIS SURVEY for feedback!**

SESSION LOGISTICS!

NEASC Group
Meetings
HS Staff Only

All meetings will be held
during the first session
at SHRHS
Session 1 only

Diffusing the
Difficult Child with
Melissa Davis

This course is for Paras.
Session 1: High School
Session 2: Middle School
Session 3: Elementary
It will be held in the SHRHS Library for all
3 sessions.

Using the
Function of
Behavior to
Respond to
Challenging ...
with Colin Guare

This session is open to all in grade bands.
Session 1: Elementary
Session 2: Middle School
Session 3: High School
It will be held in the DMS Library.

PROFESSIONAL DEVELOPMENT

1/3/2025

SESSION LOGISTICS!

Dyslexia and the Orton Gillingham Approach with Kristen Stokowski

This session is open to all and will be held at SHRHS in room 102. This is being offered during Sessions 1&2 only.

Becoming More Efficient with the New IEP with A. Artuso and S. Martin

This session is open to all and will be held at SHRHS in room 119 for all 3 sessions.

Executive Functioning with Amanda Morin

This session is open to all and will be held at SHRHS in room 111 for all 3 sessions.

LiftED and Central Reach Data Collection Training

This session is virtual and invitation only for Paras and Teachers who collect daily data on students. It is session 1 only.
<https://centralreach.zoom.us/j/98009310543?from=addon>
Meeting ID: 980 0931 0543

TeachTown Training

This session is invitation only for Paras and Teachers who use TeachTown. It will be held at DMS in room 203. There are 2 sessions, 8-11 and 12-3.

Thinking Outside the Box on Math Instruction

This session has been cancelled! You will need to select an alternate session for this time! Apologies in advance!

PROFESSIONAL DEVELOPMENT

1/3/2025

Using AI as a
Powerful Tool to
Help You as a
Teacher with
Eric Sheninger

This session is open to all
and will be held during
Session 3 only at DMS in the
Auditorium.

Empowering
Learners Through
Voice and Choice
with Eric
Sheninger

This session is open to all
and will be held during
Session 2 only at DMS in the
Auditorium.

HMH Writable
Training for
Middle School
Only

This session is open to all MS
ELA Teachers. It will be virtual
is only being offered Session 2.
[https://hnhco.zoom.us/j/82392208864?](https://hnhco.zoom.us/j/82392208864?pwd=dYNLk7bvgX725byGlbbalTzUQTaCt1.1)
[pwd=dYNLk7bvgX725byGlbbalTzUQTaCt1.1](https://hnhco.zoom.us/j/82392208864?pwd=dYNLk7bvgX725byGlbbalTzUQTaCt1.1)

HMH Waggle
Training for
Elementary and
Middle School
Math

This session is open to all math
teachers 2-8. It will be virtual
is only being offered Session 3.
[https://hnhco.zoom.us/j/82244841392?](https://hnhco.zoom.us/j/82244841392?pwd=ZjWadYUletCZc5pwbPbLRHh4clK0IV.1)
[pwd=ZjWadYUletCZc5pwbPbLRHh4clK0IV.1](https://hnhco.zoom.us/j/82244841392?pwd=ZjWadYUletCZc5pwbPbLRHh4clK0IV.1)

Open Sci Ed
Training with Alison
Riordan

This session is open to all
Middle School Science teachers.
It will be held Sessions 2&3 at
DMS in room 210.

Proposals and
Collaboration

I am happy to say I approved 26
proposals that include MANY staff from
all buildings! If you chose collaboration
with colleagues, please remember this is
on your own with your people!

Superintendent's Goals - School Year 2024-2025

SC Meeting – 09.11.2024, 01.08.2025



Standard I - Curriculum, Planning, and Assessment

Goal #1 – By the end of the 2024-2025 school year, I will work with the Assistant Superintendent to develop a multi-year plan that aligns with the requirements of School Committee Policy IGA: Curriculum Evaluation, Development, and Adoption. This plan will take a systems approach, covering pre-kindergarten through grade twelve and our post-graduate program.

Progress insight 01.08.2025

As part of our ongoing efforts to align with School Committee Policy IGA, we are in the early stages of developing a multi-year curriculum plan. Assistant Superintendent True has embraced the essential task of creating the framework for this plan within the context of DCRSD's goals.

The next step in this process will involve presenting the second installment of the Student Achievement Report to the Committee and the community at the next scheduled meeting. This report will serve as a critical entry point for assessing our current curriculum needs and priorities.

We are also beginning to engage educators and leaders across the district to ensure that, as we progress, the plan reflects a shared vision for our schools.

This initiative remains on track for completion in 2025.

District Plan Goal #1

Standard II - Teaching All Students

Goal #2 – Throughout the 2024-2025 school year, I will work with the Director of Pupil Personnel Services and the Assistant Superintendent to incrementally improve least restrictive environment opportunities for all learners, with a focus on English learners and students with disabilities. Additionally, we will establish foundational practices to build a cohesive Multi-Tiered System of Supports (MTSS), facilitating more effective interventions for students PreK-12+.

Progress insight 01.08.2025

We continue to prioritize improving opportunities for all learners to be educated in the least restrictive environment, with a particular emphasis on supporting English learners and students with disabilities.

To achieve this, I have been working closely with the Director of Pupil Personnel Services and the Assistant Superintendent to identify areas for incremental improvement. Simultaneously, we are laying the foundational groundwork for a cohesive DCRSD Multi-Tiered System of Supports

(MTSS). This collaborative effort involves principals, building-level administrators, special education coordinators, educators, and student support services.

This foundational work will enable us to provide more effective and equitable interventions for students, ensuring their needs are met in ways that promote success for every learner.

Building this system is a long-term endeavor that requires time, the right data, and an evolving understanding to fully develop into a systematic and impactful approach. Preliminary LRE data suggests that our collective efforts have already increased opportunities for students to learn in the least restrictive environment. However, a sustained focus on strengthening instructional practices for all learners in the classroom remains essential to ensure that every student makes effective progress.

Progress toward this goal continues to be made.

District Plan Goal #2

<i>Standard III - Family and Community Engagement</i>

Goal #3 – Throughout the 2024-2025 school year, I will incorporate completed and forthcoming reports, reviews, and evaluations (e.g., Education Resource Strategies, Facilities Conditions Report) into long-range planning. This planning will guide the development of multi-year plans by the conclusion of the 2024-2025 school year, including a Capital Improvement Plan, Technology Plan, High-Quality Instructional Materials (HQIM) Implementation and Review Plan, and a District Improvement Plan.

Progress insight 01.08.2025

All plans are on target for updating in 2025

District Plan Goal #3

<i>Standard IV - Professional Culture</i>

Goal #4 – I will foster a collaborative and inclusive professional culture across the district by promoting leadership at all levels. I will prioritize open communication, shared decision-making, and continuous professional development to empower staff and school leaders. By creating opportunities for teachers, administrators, and support staff to take on leadership roles, I aim to cultivate a culture of accountability, innovation, and excellence that aligns with our district's mission of providing high-quality education for all students.

Progress insight 01.08.2025

This year, we have made meaningful strides in fostering a collaborative and inclusive professional culture across the district.

- ***Promoting Leadership at All Levels:*** Staff at each school are continuously encouraged to provide input on a wide range of building-based and instructional strategies and outcomes. Over the past two years, this approach has evolved significantly, embedding the principle that “every voice matters” in the success of all our students. A key focus moving forward is navigating differing points of view and developing the best outcomes in the face of disagreements.
- ***Continuous Professional Development:*** Building on efforts initiated last year, we have introduced targeted professional development opportunities, including workshops on instructional strategies, data-driven instruction, and instructional leadership. These opportunities have been delivered through professional staff offerings and carefully designed PD planning.

These initiatives underscore the district’s commitment to empowering staff and fostering a culture that values leadership, collaboration, and excellence. We will continue to build on this strategy, ensuring all voices are heard and all stakeholders are engaged in our shared pursuit of continuous improvement.

Respectfully submitted;

Steven M. Lamarche
Superintendent of Schools

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule ~~2022-2025~~2025-2028 Schedule A

Schedule A provides benefits for full-time (40-hour week and 52 weeks/year) employees not covered by individual contracts.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than ninety (90) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- A **transfer** is a change from one school to another without any change in classification.
- A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.
- The ~~Superintendents~~superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- Within an individual school, the ~~Principal~~principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the ~~Principal~~principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.
2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Floating Holiday/Vacation Day: Employees covered by this schedule may "float" their holiday vacation day if they meet the above criteria for holiday pay compensation.

~~Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:~~

Labor Day	Friday after Thanksgiving	Martin Luther King Jr. Day	Independence Day
Columbus Day	Christmas Eve Day	Presidents' Day	Juneteenth
Veterans' Day	Christmas Day	Patriots' Day	
Thanksgiving Day	New Year's Day	Memorial Day	

E. Holiday Observance

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the ~~Superintendents~~superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the ~~Superintendents~~superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

F. Personal Day

Regular attendance of employees contributes significantly to the quality of the educational experience; therefore, personal leave should be held to a minimum and utilized for the purpose of transaction of personal business that cannot be handled in any other way/or in the case of emergency. Employees will be entitled to three (3) personal days a year. Such days of personal leave are non-vacation days. Personal days cannot be accumulated and used in the next year. Personal days may only be taken consecutively or immediately preceding or following a vacation with prior ~~Superintendent~~principal/director approval. School employees should submit their request in writing to the ~~Superintendent~~principal/director at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The ~~Superintendent's~~principal/director's decision is final.

G. Jury Duty

Each employee is entitled to a maximum of three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and his/her regular pay.

H. Vacation

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1 – June 30.

2. Employees covered by this schedule will receive the following vacation benefits:

- Upon hiring: 1 week of vacation is awarded immediately.
- After completing years of service:

~~Employees covered by this schedule will earn vacation after completing year(s) of service as follows:~~

10 days after 1 year
15 days after 5 years
20 days after 10 years
22 days after 15 years
25 days after 20 years

For current 2024-2025 employees in good standing as of January 1, 2025, and covered by this schedule, 1 additional week (5-days) of vacation will be added to the days they have already earned based on their years of service.

3. Employees must ~~complete a request use of~~ vacation ~~request form~~ time via email to the principal/director. Vacation day requests must be approved in advance by the ~~immediate supervisor~~ principal/director.

4. No vacation days may be taken during the probationary period. However, upon successful completion of the probationary period, vacation days will accrue retroactively to the date of employment.

5. First-Year employees receive a pro-rated portion of vacation leave. Those who have completed the probationary period may apply to use up to three (3) pro-rated vacation days in their first fiscal year.

6. Vacation days cannot be carried beyond June 30 of the fiscal year.

7. If an employee resigns or retires prior to June 30th of a given year, they will receive a pro-rata share of vacation based upon the number of months worked in that year.

I. Sick Leave

1. Employees earn twelve (~~12~~15) days of sick leave per year.
2. First-Year employees receive a pro-rated portion of sick leave at the rate of one and one-quarter (1.25) days per month.

~~3. Sick leave may be accumulated to a maximum of 180 days.~~

~~4.3.~~ The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.

4. Upon written notice of retirement to the ~~Superintendents~~superintendent, all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit ~~of \$25 per day up to a maximum of 100 days as follows,~~

1. Employees may accumulate up to 180 sick leave days.
2. The **maximum** compensatory benefit is capped at \$4,200.
3. The benefit is calculated based on the following rates:

June 2025: \$25 per day for the first 30 days; \$50 per day for all remaining days, up to the maximum.

June 2026: \$25 per day for the first 30 days; \$40 per day for all remaining days, up to the maximum.

June 2027: \$25 per day for the first 30 days; \$30 per day for all remaining days, up to the maximum.

~~J. Family Illness~~

~~An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.~~

K. Additional Sick Leave

Employees may be granted additional paid sick leave days due to long-term illness or accident. A written request to the ~~Superintendents~~superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of twenty (20) days. Decisions will be based upon the medical information provided.

L. Bereavement

- ~~1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother in-law, father in-law, step parent, or step child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.~~
- ~~2. In the event of death of an aunt, uncle, brother in-law or sister in-law, the District will pay for one (1) day's absence from work without loss of wages.~~
1. When the death of a wife, husband, father, mother or child occurs in the family of an employee covered in this schedule, such employee is entitled to a leave of absence of up to five (5) working days without loss of compensation.
2. When the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandmother, grandfather, grandchild or relative living in the same household, or someone who has acted in loco parentis occurs in the family of the employee, such employee is entitled to a leave of absence of up to four (4) working days without loss of compensation.
3. Two (2) working days leave of absence to attend the services of a brother-in-law, sister-in-law, aunt, uncle, nephew or niece.
4. In the case of the funeral of an employee, present or past, or student, a delegation of a limited number of employees may attend the funeral services at the discretion of the principal or director.

M. Retirement

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1 - June 30.
2. Employee must be 55 or over to be eligible. There shall be an added pay increment for the final year of service after the following years of continual service in the School District:

10 years	\$ 750
15 years	\$1,000
20 years	\$1,600
25 years	\$2,000
3. Irrevocable ~~w~~ritten notice of retirement must be made at least one year prior to the retirement date.
4. The pay increment shall be determined by the number of years of service that will be attained by the employee at the time of his/her retirement.

5. Upon written notice of retirement to the ~~Superintendents~~superintendent all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit in accordance with ~~of \$25 per day up to a maximum of 100 days (see also section I§-5).~~

N. Attendance Incentive

1. All employees, with the exception of First-Year employees, covered by this schedule will be entitled to an attendance incentive bonus of a maximum of \$600 in a lump sum payment after completion of the fiscal year (July1-June 30).
2. The bonus will be reduced by \$100 for each sick leave day and/or unpaid leave day, or any portion thereof, used during the fiscal year.

O. Longevity

1. All employees covered by this schedule will be entitled to longevity payments upon the completion of the following years of continuous service:

10 - 14 years	\$ 600
15 - 19 years	\$ 700
20 – 24 years	\$ 900
25 years or more	\$1,000

2. Initial employment must occur July 1-December 31 to receive credit for the first fiscal year. Otherwise, the First-Year will begin on the first July 1 of employment.

P. Insurance

The District will pay the same percentage of support for medical and basic life insurances as is provided for teachers.

Q. Professional Development

Employees are eligible and encouraged to participate in staff development program activities. They may also be granted permission to attend workshops and/or conferences outside the system at the discretion of their ~~Principal~~principal or administrator.

1. Reimbursement may be received for attendance at one-day professional meetings, seminars and/or workshops upon recommendation of the ~~Principal~~principal and approval by the ~~Superintendents~~superintendent or his/her designee. Payment will be for attendance during school hours.
2. Reimbursement may also be provided for college credit/equivalent credit work which is approved in advance by the ~~Superintendents~~superintendent and the ~~Principal~~principal. Such reimbursement will be paid up to \$500 per year. Compensation for college credit/equivalent credit work shall not include material fees, textbooks, mileage, or meals. Reimbursement will be provided following the submission of proof of payment, participation in the activity, and evidence of successful completion of the work.

R. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's ~~supervisor~~principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made ~~in writing~~via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written email application should be made to the employee's ~~p~~Principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the ~~Superintendents~~superintendent or his/her designee.

S. Inclement Weather

All year-round secretaries on the Secretarial Salary Schedule are eligible for the following provisions regarding inclement weather:

- Snow Day: Secretaries are granted one snow day per fiscal year, which must be used on the first declared snow day/weather related closure of the school year.
- Accumulation: This snow day cannot be accumulated or carried over to future years.
- Additional Snow Days:
 - To receive full-day pay on additional snow days, employees must work half of their regularly scheduled workday in person.
 - Alternatively, secretaries may use a full vacation day in lieu of in-person work.
- Adjustments to the Workday:
 - Adjustments to the workday schedule due to weather related decisions are at the discretion of the principal.
 - If the principal permits employees to arrive late or leave early due weather-related delays or early releases, employees will receive their normal full-day pay.

Custodians

Custodians covered by this schedule will earn one additional personal day for the first declared weather-related school closure (snow day) of the school year. This personal day cannot be accumulated or carried over for future years.

~~All year-round secretaries on the Secretarial Salary Schedule will be eligible for one snow day per fiscal year. Such day will be allowed only after the approval of the Superintendent or Principal. Employees will not be allowed to accumulate this day. Any adjustments to the workday schedule due to inclement weather is at the discretion of the Superintendent or his/her designee. If allowed to go home early due to inclement weather, employees will receive their normal full-day pay.~~

T. Differential Pay

In the case of an extended absence of a head custodian, a custodian who performs the duties of a head custodian for a period of time longer than two weeks shall be eligible to be compensated for the difference between the normal rate, and the head custodian rate, retroactive to the first day of service. This is meant for continuous absence, but unique circumstances may be judged on their own merits by the ~~Superintendents~~superintendent or his/her designee.

U. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact District Office for additional information.

V. Direct Deposit

The District ~~may require~~requires all employees to use Direct Deposit.

W. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of credible service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine credible service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine credible service

X. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to ~~\$150~~200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

Y. Substitute coverage for custodians will be managed and facilitated by the Dudley-Charlton RSD Director of Public-School Facilities.

Z. The Head custodian or custodial designee will perform 2-hour building check (SHRHS) or a 1-hour building check (all other schools) each weekend-day during the school year at their per diem rate.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule ~~2022-2025~~2025-2028 Schedule B

Schedule B provides benefits for employees who work at least thirty (30) hours weekly, but less than forty (40) hours weekly and are not covered by individual contracts. Cafeteria workers are not covered by Schedule B.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than ninety (90) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- A **transfer** is a change from one school to another without any change in classification.
- A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five (5) working days.
- The ~~Superintendents~~superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- Within an individual school, the ~~Principal~~principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the ~~Principal~~principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.
2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Floating Holiday/Vacation Day: Employees covered by this schedule may "float" their holiday vacation day if they meet the above criteria for holiday pay compensation.

~~Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:~~

Labor Day (If school commences prior to this date).	Friday After Thanksgiving	Martin Luther King Jr. Day	Juneteenth*
Columbus Day	Christmas Eve	Presidents' Day	
Veterans' Day	Christmas Day	Patriots' Day	
Thanksgiving Day	New Year's Day	Memorial Day	
*provided Juneteenth falls within the end of the school year schedule to include school on the 20 th or beyond in any given school year			

2. Employees will be compensated for Independence Day when their work schedule includes the holiday period.

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the ~~Superintendents~~superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the ~~Superintendents~~superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. Personal Day

Regular attendance of employees contributes significantly to the quality of the educational experience; therefore, personal leave should be held to a minimum and utilized for the purpose of transaction of personal business that cannot be handled in any other way/or in the case of emergency. Employees will be entitled to three (3) personal days a year. Such days of personal leave are non-vacation days. Personal days cannot be

accumulated and used in the next year. Personal days may only be taken consecutively or immediately preceding or following a vacation with prior Superintendent principal/director approval. School employees should submit their request in writing to the Superintendent principal/director at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The Superintendent's principal/director's decision is final.

F. Jury Duty

Each employee is entitled to a maximum three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and his/her regular pay.

G. Vacation

1. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.

2. Vacation days must correspond with school vacations, (Christmas, February, April and the end of the school year). The purpose of vacation time is to ensure that paychecks for school-year employees remain consistent during vacation weeks which would otherwise be uncompensated.

3. Employees covered by this schedule will receive the following vacation benefits:

- Upon hiring: 1 week of vacation is awarded immediately.
- After completing years of service:

~~3. Employees covered by this schedule will earn vacation after completing year(s) of service as follows:~~

5 days after 1 year
10 days after 3 years
15 days after 6 years
17 days after 9 years
20 days after 12 years

4. First-Year employees will receive a pro-rated vacation pay in their second-first year. For example, an employee hired in mid-October would receive only 4 vacation days in the subsequent year.

5. For current 2024-2025 employees in good standing as of January 1, 2025, and covered by this schedule, 1 additional week (5-days) of vacation will be added to the days they have already earned based on their years of service.

6. Vacation days cannot be carried beyond June 30 of the fiscal year.

7. If an employee resigns or retires prior to June 30th of a given year, they will receive a pro-rata share of vacation based upon the number of months worked in that year.

H. Sick Leave

1. Employees earn 10-12 days of sick leave per year.
2. First-Year employees receive a pro-rated portion of sick leave at the rate of one and one-fifth (1.20) day per month, to a maximum of 10-12 days.
3. Year is defined as the District's fiscal year July 1-June 30.
4. Sick leave may be accumulated to a maximum of 180 days.
5. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.
6. Buy-Back Payment: Upon written notice of retirement to the ~~Superintendents~~superintendent, all employees who have 20 years of service or more with the Dudley-Charlton School Regional District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 75 days.

~~I. Family Illness~~

~~An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.~~

J. Additional Sick Leave

Employees may be granted additional sick leave days due to long-term illness or accident. A written request to the ~~Superintendents~~superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of twenty (20) days. Decisions will be based upon work history, years of service, accumulated sick leave, attendance and nature of long-term illness or accident.

K. Bereavement

1. When the death of a wife, husband, father, mother or child occurs in the family of an employee covered in this schedule, such employee is entitled to a leave of absence of up to four (4) working days without loss of compensation.

2. When the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandmother, grandfather, grandchild or relative living in the same household, or someone who has acted in loco parentis occurs in the family of the employee, such employee is entitled to a leave of absence of up to three (3) working days without loss of compensation.
3. One (1) working days leave of absence to attend the services of a brother-in-law, sister-in-law, aunt, uncle, nephew or niece.
4. In the case of the funeral of an employee, present or past, or student, a delegation of a limited number of employees may attend the funeral services at the discretion of the principal or director.

~~When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother in law, father in law, step-parent, or step child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.~~

~~In the event of death of an aunt, uncle, brother in law or sister in law, the District will pay for one (1) day's absence from work without the loss of wages.~~

L. Retirement

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1-June 30.
2. Employee must be 55 or over to be eligible. There shall be an added pay increment for the final year of service after the following years of continual service in the School District:

15 years	~~\$750~~ <u>900</u>
20 years	~~\$1,300~~ <u>1450</u>
25 years	~~\$1,750~~ <u>1900</u>
3. Irrevocable w~~W~~ritten notice of retirement must be made at least one year prior to the retirement date.
4. The pay increment shall be determined by the number of years of service that will be attained by the employee at the time of his/her retirement.
5. Upon written notice to the ~~Superintendents~~superintendent all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 75 days (see also section H.6).

M. Attendance Incentive

All employees, with the exception of First-Year employees, covered by this schedule will be entitled to an attendance incentive bonus of a maximum of \$300 in a lump sum payment after completion of the fiscal year (July 1-June 30).

The bonus will be reduced by \$50 for each sick leave day and/or unpaid leave day, or any portion thereof, used during the fiscal year.

N. Longevity

1. All employees covered by this schedule, ~~except Instructional Assistants who are on salary schedule B which already compensates for length of service,~~ will be entitled to longevity payments upon completion of the following years of continuous service:

10 - 14 years	\$500
15 - 19 years	\$600
20 - 24 years	\$800
25 or more years	\$900

2. Initial employment must occur July 1 - December 31 to receive credit for the first fiscal year. Otherwise, the First-Year will begin on the first July 1 of employment.

O. Insurance

The District will pay the same percentage of support for medical and basic life insurances as is provided for teachers.

P. Professional Development

Employees are eligible and encouraged to participate in staff development program activities. They may also be granted permission to attend workshops and/or conferences outside the system at the discretion of their ~~p~~Principal or ~~administrator~~director.

1. Reimbursement may be received for individual attendance at out-of-district one-day professional meetings, seminars and/or workshops upon recommendation of ~~p~~Principal and approval by the ~~s~~Superintendent or his/her designee.
2. ~~Instructional Assistants:~~ Reimbursement may also be provided for college credit/equivalent credit work which is approved in advance by the ~~Superintendents~~superintendent and the ~~Principal~~principal. Such reimbursement shall not exceed \$500 per assistant per school year. Compensation for college credit/equivalent credit work shall not include material fees, textbooks, mileage, or meals. Reimbursement will be provided following the submission of proof of payment, participation in the activity, and evidence of successful completion of the work.

3. ~~Full Conference/Professional Development Days~~
~~Instructional Assistants may be scheduled to work on full conference days. Such notice will be provided in a timely manner.~~

4. ~~Early Release Conference/Professional Development Days~~

~~On early release days for professional development programs, the Superintendent and Principals will determine whether or not the program(s) is appropriate for assistants. If the program(s) is appropriate, assistants will be required to participate and will receive his/her hourly compensation. If it is determined that the program(s) is not appropriate, the assistants will leave school at student dismissal time and will not be compensated for the hours following the early dismissal.~~

Q. Education-Based Compensation

1. It is the responsibility of the ~~Instructional Assistant~~employee covered by this schedule to provide transcript documentation upon the attainment of a degree.
2. Changes in compensation due to the attainment of a degree will occur at the beginning of the next school year.

R. Orientation Day Meetings

~~Instructional Assistants~~Employees covered by this schedule will be required to attend orientation day meetings during their customarily scheduled hours as directed by the ~~Principals and~~principal and will be compensated at their regular rate of pay.

S. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's ~~supervisor~~principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated absence.
2. Requests for uncompensated leave must be made ~~in writing~~via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written email application should be made to the employee's ~~p~~Principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the ~~Superintendent~~principal/director or his/her designee.

T. Delayed Openings/Inclement Weather

- Adjustments to the workday schedule due to weather related decisions are at the discretion of the principal.
- If the principal permits employees to arrive late or leave early due weather-related delays or early releases, employees will receive their normal full-day pay.

~~On delayed openings, Instructional Assistants will be compensated for the full day of school. For other staff, any adjustments to the workday schedule due to inclement weather is at the discretion of the Superintendent or his/her designee. If allowed to go home early due to inclement weather, employees will receive their normal full-day pay.~~

U. Differential Pay

In the case of an extended absence of a head custodian, a custodian who performs the duties of a head custodian for a period of time longer than two weeks shall be eligible to be compensated for the difference between the normal rate, and the head custodian rate, retroactive to the first day of service. This is meant for continuous absence, but unique circumstances may be judged on their own merits by the ~~Superintendents~~superintendent or his/her designee.

V. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact ~~District Office~~the HR Director for additional information.

W. Direct Deposit

The District ~~may~~requires all employees to use Direct Deposit.

X. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of credible service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine credible service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine credible service

Y. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to ~~\$150~~200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

Z. Substitute Coverage

1. Four (4) Elementary Secretaries covered by Schedule B will receive an annual stipend of \$1,500 to assist their school principal with arranging substitutes and class coverage.
2. If an employee resigns or retires before the end of the school year, they will receive a pro-rata share of the stipend based on the number of days worked.
3. The stipend will be prorated if the employee transfers to or is assigned to a different Schedule during the school year.
4. The stipend will be paid as a single payment in June.
5. All stipends will be prorated as necessary.

ZA. Summer Work

Elementary secretaries covered by this schedule are required to work five (5) days after the last day of school for students and ten (10) days before the first day of school for staff (convocation day).

In addition, elementary secretaries may be assigned up to one workday per week during the summer months, at the discretion of their principal, not to exceed a total of seven (7) workdays.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule ~~2022-2025~~2025-2028

Schedule C

Schedule C provides benefits for cafeteria workers who work at least thirty (30) hours weekly and are not covered by individual contracts.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than ninety (90) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- A **transfer** is a change from one school to another without any change in classification.
- A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.
- The ~~Superintendents~~superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- Within an individual school, the ~~Principal~~principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the ~~Principal~~principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.

2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Floating Holiday/Vacation Day: Employees covered by this schedule may "float" their holiday vacation day if they meet the above criteria for holiday pay compensation.

~~Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:~~

Labor Day (If school commences prior to this date).	Friday After Thanksgiving	Martin Luther King Jr. Day	Juneteenth*
Columbus Day	Christmas Eve	Presidents' Day	
Veterans' Day	Christmas Day	Patriot's Day	
Thanksgiving	New Year's Day	Memorial Day	
*provided Juneteenth falls within the end of the school year schedule to include school on the 20 th or beyond in any given school year			

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the ~~Superintendents~~superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the ~~Superintendents~~superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. **Personal Day**

Regular attendance of employees contributes significantly to the quality of the educational experience; therefore, personal leave should be held to a minimum and utilized for the purpose of transaction of personal business that cannot be handled in any other way/or in the case of emergency. Employees will be entitled to three (3) personal days a year. Such days of personal leave are non-vacation days. Personal days cannot be accumulated and used in the next year. Personal days may only be taken consecutively or immediately preceding or following a vacation with prior ~~Superintendent~~principal/director approval. School employees should submit their request in writing to the ~~Superintendent~~principal/director at least two weeks in advance, except in the case of an emergency or extenuating circumstances. The ~~Superintendent's~~principal/director's decision is final.

F. Jury Duty

Each employee is entitled to a maximum three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and his/her regular pay.

G. Vacation

1. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.
2. Vacation days must correspond with school vacations, (Christmas, February, April and the end of the school year). The purpose of vacation time is to ensure that paychecks for school-year employees remain consistent during vacation weeks which would otherwise be uncompensated.

3. Employees covered by this schedule will receive the following vacation benefits:

- Upon hiring: 1 week of vacation is awarded immediately.
- After completing years of service:

~~3. Employees covered by this schedule will earn vacation after completing year(s) of service as follows:~~

5 days after 1 year
10 days after 3 years
15 days after 6 years
17 days after 9 years
20 days after 12 years

4. First-year employees will receive a pro-rated vacation pay in their ~~second~~-first year. For example, an employee hired in mid-October would receive only four (4) vacation days ~~in the subsequent year~~.

5. For current 2024-2025 employees in good standing as of January 1, 2025, and covered by this schedule, 1 additional week (5-days) of vacation will be added to the days they have already earned based on their years of service.

6. Vacation days cannot be carried beyond June 30 of the fiscal year.

7. If an employee resigns or retires prior to June 30th of a given year, they will receive a pro-rata share of vacation based upon the number of months worked in that year.

H. **Sick Leave**

1. Employees earn ~~10-12~~ days of sick leave per year.
2. First-year employees receive a pro-rated portion of sick leave at the rate of one ~~and one-fifth~~ (1.20) day per month, to a maximum of ~~10-12~~ days, during the 10-month school year.
3. Year is defined as the District's fiscal year July 1-June 30.
4. Sick leave may be accumulated to a maximum of 120 days.
5. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.
6. Upon written notice of retirement to the ~~Superintendents~~superintendent all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 50 days.

I. **Family Illness**

~~An employee may use up to five (5) days annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child). It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.~~

J. **Additional Sick Leave**

Employees may be granted additional paid sick leave days due to long-term illness or accident. A written request to the ~~Superintendents~~superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of twenty (20) days. Decisions will be based upon medical information provided.

K. **Bereavement**

1. When the death of a wife, husband, father, mother or child occurs in the family of an employee covered in this schedule, such employee is entitled to a leave of absence of up to four (4) working days without loss of compensation.
2. When the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandmother, grandfather, grandchild or relative living in the same household, or someone who has acted in loco parentis occurs in the family of the employee, such employee is entitled to a leave of absence of up to three (3) working days without loss of compensation.
3. One (1) working days leave of absence to attend the services of a brother-in-law, sister-in-law, aunt, uncle, nephew or niece.

4. In the case of the funeral of an employee, present or past, or student, a delegation of a limited number of employees may attend the funeral services at the discretion of the principal or director.

~~1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.~~

~~2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without a loss of wages.~~

L. Retirement

1. For the purposes of this benefit the year is defined as the District's fiscal year July 1 —June 30.

2. Employee must be 55 or over to be eligible. There shall be an added pay increment for the final year of service after the following years of continual service in the School District:

15 years	~~\$750~~ 900
20 years	~~\$1,300~~ 1,450
25 years	~~\$1,750~~ 1,900

3. Written notice of retirement must be made at least one year prior to the retirement date.

4. The pay increment shall be determined by the number of years of service that will be attained by the employee at the time of his/her retirement.

5. Upon written notice of retirement to the ~~Superintendents~~superintendent all employees who have 20 years of service or more with the Dudley-Charlton Regional School District shall, upon retirement, receive a sick leave compensatory benefit of \$25 per day up to a maximum of 50 days (see also section H.6).

M. Attendance Incentive

1. All employees, with the exception of First-Year employees, covered by this schedule will be entitled to an attendance incentive bonus of a maximum of \$300 in a lump sum payment after completion of the fiscal year (July 1-June 30).

2. The bonus will be reduced by \$50 for each sick leave day and/or unpaid leave day, or any portion thereof, used during the fiscal year.

N. Longevity

1. All employees covered by this schedule will be entitled to a longevity payment upon completion of 12 years of continuous years of service:

12-14 years \$300

15-24 years	\$500
25 years or more	\$700

2. Initial employment must occur July 1-December 31 to receive credit for the first fiscal year. Otherwise, the First-Year will begin on the first July 1 of employment.

O. Insurance

The District will pay the same percentage of support for medical and basic life insurances as is provided for teachers.

P. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's ~~supervisor~~principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made ~~in writing~~via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written email application should be made to the employee's ~~Principal~~principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the ~~Superintendent~~principal/director or his/her designee.

Q. Differential Pay

In the case of an extended absence of a cafeteria manager, a cafeteria employee who performs the duties of a cafeteria manager for a period of time longer than two weeks shall be eligible to be compensated for the difference between the normal rate, and the cafeteria manager rate, retroactive to the first day of service. This is meant for continuous absence, but unique circumstances may be judged on their own merits by the ~~Superintendents~~superintendent or his/her designee.

R. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact ~~District Office~~the HR Director for additional information.

S. Direct Deposit

The District may require all employees to use Direct Deposit.

T. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of credible service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine credible service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine credible service

U. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to ~~\$150~~200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule ~~2022-2025~~2025-2028 Schedule D

Schedule D provides benefits for employees working at least twenty (20) hours but less than thirty (30) hours per week and are not covered by individual contracts.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than ninety (90) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- A **transfer** is a change from one school to another without any change in classification.
- A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.
- The ~~Superintendents~~superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- Within an individual school, the ~~Principal~~principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the ~~Principal~~principal.

D. Holiday Pay

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.
2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Floating Holiday/Vacation Day: Employees covered by this schedule may "float" their holiday vacation day if they meet the above criteria for holiday pay compensation.

~~Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:~~

Labor Day - (If school commences prior to this date).	Friday After Thanksgiving	Martin Luther King Jr. Day	Juneteenth*
Columbus Day	Christmas Eve	Presidents' Day	
Veterans' Day	Christmas Day	Patriot's Day	
Thanksgiving	New Year's Day	Memorial Day	
*provided Juneteenth falls within the end of the school year schedule to include school on the 20 th or beyond in any given school year			

2. Employees will be compensated for Independence Day when their work schedule includes the holiday period.

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the ~~Superintendents~~superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the ~~Superintendents~~superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. **Personal Day**

Regular attendance of employees contributes significantly to the quality of the educational experience; therefore, personal leave should be held to a minimum and utilized for the purpose of transaction of personal business that cannot be handled in any other way/or in the case of emergency. Employees will be entitled to three (3) personal days a year. Such days of personal leave are non-vacation days. Personal days cannot be accumulated and used in the next year. Personal days may only be taken consecutively or immediately preceding or following a vacation with prior ~~Superintendent~~principal/director approval. School employees should submit their request in writing to the ~~Superintendent~~principal/director at least two weeks in advance, except in the case

of an emergency or extenuating circumstances. The ~~Superintendent's principal/director's~~ decision is final.

F. Jury Duty

Each employee is entitled to a maximum three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and his/her regular pay.

G. Vacation

1. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.

2. Vacation days must correspond with school vacations, (Christmas, February, April and the end of the school year.)

3. Employees working the school year covered by this schedule will earn vacation after completing year(s) of service as follows:

5 days ~~after 2 years~~ year one

10 days after ~~4-3~~ years

12 days after ~~6-5~~ years

15 days after ~~8-7~~ years

4. First-Year employees who did not work a full school year will receive pro-rated credit toward vacation pay.

- ~~5. Employees who work a full year schedule will receive five vacation days after one year and 10 vacation days after three (3) years.~~

H. Sick Leave

1. Employees earn the following sick leave:

<u>Years</u>	<u>Number of Days</u>
0-1	~~0~~ <u>2</u> days
2-5	3 days per year
6 or more	5 days per year

2. First-Year employees are ~~not~~ eligible for two (2) sick leave days.

3. For the purpose of this benefit the year is defined as the District's fiscal year, July 1-June 30.
4. Sick leave may be accumulated to a maximum of 65 days.
5. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.
6. Employees who work a full-year schedule will receive five (5) sick days per year.

I. ~~Family Illness~~

~~An employee may use up to 1 day annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child. It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.~~

J. Additional Sick Leave

Employees may be granted additional paid sick leave days due to long-term illness or accident. A written request to the ~~Superintendents~~superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of twenty (20) days. Decisions will be based upon medical information provided.

K. Insurance

The District will pay the same percentage of support for medical and basic life insurances as is provided for teachers.

L. Bereavement

1. When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.
2. In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

M. ~~Education-Based Compensation~~

- ~~1. It is the responsibility of the Instructional Assistant to provide transcript documentation upon the attainment of a degree.~~
- ~~2. Changes in compensation due to the attainment of a degree will occur at the beginning of the next school year.~~

N. Professional Development

~~Employees are eligible and encouraged to participate in staff development program activities. They may also be granted permission to attend workshops and/or conferences outside the system at the discretion of their Principal or administrator.~~

~~Full Conference/Professional Development Days~~

~~Classroom assistants will not work on full conferences or professional development days. Since such scheduled days are not school days for pupils, nor part of the required 180 school days, this will not represent a pay loss or reduction for assistants but would create an interruption in the schedule of payment of 180 work days.~~

~~Early Release Conference/Professional Development Days~~

~~On early release days for professional development programs, the Superintendent and Principals will determine whether or not the program(s) is appropriate for assistants who are required by the Department of Elementary and Secondary Education to receive professional development training. If the program(s) is appropriate, assistants will be required to participate and will receive his/her hourly wage. If it is determined that the program(s) is not appropriate, the assistants will leave school at student dismissal time and will not be compensated for the hours following the early dismissal.~~

O. Orientation Day Meetings

~~Instructional Assistants will be required to attend orientation day meetings during their customarily scheduled hours as directed by the Principals and will be compensated at their regular rate of pay. If other employees are required to attend orientation day meetings, they would be compensated at their regular rate of pay.~~

P. Short-Term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's supervisor. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made ~~in writing~~via email and should include a reason for the request.
3. Uncompensated leave may be granted to employees. Written email application should be made to the employee's ~~p~~Principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the ~~Superintendent~~principal/director or his/her designee.

Q. Differential Pay

In the case of an extended absence of a head custodian or cafeteria manager, an employee who performs the duties of head custodian/cafeteria manager for a period of time longer than two weeks said employee shall be eligible to be compensated for the difference between the normal rate, and the head custodian rate, retroactive to the first

day of service. This is meant for continuous absence, but unique circumstances may be judged on its own merits by the ~~Superintendents~~superintendent or his/her designee.

R. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact ~~District Office~~the HR Director for additional information.

S. Direct Deposit

The District may require all employees to use Direct Deposit.

T. Pro-ration of Creditable Service

If an employee has no break in service, been in the District for at least 5 years, and moves from a benefit-eligible position to another, there is no pro-ratio of creditable service time. Creditable service will be calculated as years of service.

If an employee has not been in the District for at least 5 years and moves from a benefit-eligible position to another, the pro-ratio formula will be used to determine creditable service.

If an employee moves from a non-benefit-eligible position to a benefit-eligible position, the pro-ratio formula will be used to determine creditable service

U. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to ~~\$150~~200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Support Staff Wage and Benefits Schedule ~~2022-2025~~2025-2028 Schedule E

Schedule E provides benefits for employees who work at least ten (10) hours, but less than twenty (20) hours weekly during the school year.

A. Probationary Employees

The Dudley-Charlton Regional School District shall have the free exercise of the right to hire, fire, assign and promote. Any support staff member whose length of service is less than sixty (60) working days shall be considered a probationary employee. A probationary employee has no seniority rights, and his/her retention as an employee is entirely within the discretion of the District.

B. Discharge

The discharge of any employee who has worked beyond the probationary period shall be for cause only.

C. Transfers, Promotions and Vacancies

- A **transfer** is a change from one school to another without any change in classification.
- A **promotion** is defined as a change in classification that results in an increase in wages per hour.
- A **vacancy** is a position created by the change in an employee's status or a new position created by the school committee.
- Vacant positions may be filled through transfers, promotions or as a new hire. Positions will be posted throughout the school District for five working days.
- The ~~Superintendents~~superintendent or his/her designee will make District-wide assignments and transfers of support staff members for the efficient operation of the school department as necessary.
- The preferences of employees will be taken into consideration in making assignments and transfers; however, the best interests of students and the school system will be given priority.
- Within an individual school, the ~~Principal~~principal will assign support staff members to tasks appropriate to their positions and qualifications.

An evaluation period of up to sixty (60) working days will follow each voluntary transfer or promotion during which time the employee will receive the new appropriate wages and/or benefits. During the evaluation period, the retention of the employee in the new position is entirely within the discretion of the ~~Principal~~principal.

D. Holiday Pay

~~Employees will be compensated for the following holidays, provided that they have worked on the last scheduled workday prior to the holiday and on the first scheduled workday following the holiday:~~

Employees will be compensated for holidays if they meet one of the following conditions:

1. They worked on both the last scheduled workday before the holiday and the first scheduled workday after the holiday.
2. They used an administrator-approved personal or vacation day on either or both of those workdays.
3. If a sick day was taken on either the last scheduled workday before the holiday or the first scheduled workday after the holiday, they must provide a doctor's note to their principal for holiday pay eligibility.

Columbus Day	Thanksgiving Day	Christmas Day	New Year's Day
<u>Juneteenth*</u>	<u>*provided Juneteenth falls within the end of the school year schedule to include school on the 20th or beyond in any given school year</u>		

Whenever New Year's Day, Juneteenth or Independence Day falls on a Saturday, the District will celebrate the holiday on the Friday immediately preceding that Saturday. If Christmas Day falls on a Saturday or Sunday, the holiday will be observed the following Monday. Whenever Christmas Eve falls on a Saturday, the ~~Superintendent~~superintendent will designate a day to be taken during the period when schools are closed between Christmas and New Year's Day. If Veterans' Day is not an observed holiday on the school calendar, then the ~~Superintendent~~superintendent will designate a day to be taken when schools are closed between Christmas and New Year's Day.

E. Jury Duty

Each employee is entitled to a maximum of three (3) days leave with regular pay from the District, if selected and summoned for service on a grand jury or a trial jury, for any day, or part thereof, actually spent performing juror service.

The employer shall pay regular wages for the first three (3) days of juror service, and the Commonwealth shall pay for the fourth and subsequent days at a daily rate determined by the Commonwealth.

Employees will also receive the difference between the Commonwealth's payments for the fourth and subsequent days or part thereof spent in such service and the employee's regular pay.

F. Sick Leave

1. Employees earn the following sick leave:

<u>Years</u>	<u>Number of Days</u>
0-3	<u>02 days per year</u>
4 years or more	3 days per year

2. For the purpose of this benefit the year is defined as the District's fiscal year, July 1 – June 30.
3. Sick leave may not be accumulated.
4. The District may require a doctor's report when the employee has been ill for three (3) or more consecutive workdays or shows a pattern of absence.

G. Family Illness

~~An employee may use up to 1 day annually of available sick leave to care for an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child. It is the employee's responsibility to inform his/her supervisor when applying sick leave for this purpose.~~

H. Additional Sick Leave

Employees may be granted additional paid sick leave days due to long-term illness or accident. A written request to the ~~Superintendents~~superintendent of Schools should include a detailed medical statement by the attending physician. Employees may be granted up to a maximum of ten (10) days. Decisions will be based upon medical information provided.

I. Bereavement

When the death of an immediate family member (which is defined as mother, father, sister, brother, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step-parent, or step-child) occurs in the family of an employee, such employee is entitled to a leave of absence of up to three (3) days without the loss of wages.

In the event of death of an aunt, uncle, brother-in-law or sister-in-law, the District will pay for one (1) day's absence from work without the loss of wages.

J. Orientation Day Meetings

~~Instructional Assistants will be required to attend orientation day meetings during their customarily scheduled hours as directed by the Principals and will be compensated at their regular rate of pay. If other employees are required to attend orientation day meetings, they would be compensated at their regular rate of pay.~~

K. Short-term Uncompensated Leave

1. Employees are expected to work every scheduled day unless permission is granted by one's ~~supervisor~~principal/director. In the event that an employee exhausts his/her available benefit time, an employee may request this short-term uncompensated leave.
2. Requests for uncompensated leave must be made ~~in writing~~via email and should include a reason for the request.

3. Uncompensated leave may be granted to employees. Written application should be made to the employee's ~~p~~Principal/director unless the employee works directly for a District-wide administrator, in which case the administrator shall receive the application. Such leave will be for a maximum of ten (10) days in any fiscal year. Said leave is subject to the approval of the ~~Superintendents~~superintendent or his/her designee.

L. Family Medical Leave Act (FMLA)

Employees covered under this agreement may be eligible for FMLA. Please check the FMLA posting on the District website or contact ~~District Office~~the HR Director for additional information.

M. Direct Deposit

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If an employee moves from a non-benefit-~~eligible~~eligible position ~~to~~to a benefit-~~eligible~~eligible position, the pro-ratio formula will be used to determine creditable service

O. Clothing Allowance

For all custodial and cafeteria employees, the District will reimburse employees up to ~~\$150~~200.00 per fiscal year for the cost of appropriate clothing needed for work, including footwear.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Secretarial Wage Schedule

	2024-2025 2.75%	2025-2026 Please note	2026-2027 % increase to match DCTA	2027-2028
Notary Public - stipend	\$ 948	\$ 948	\$ 948	\$ 948
Substitues	\$ 20.07	\$ 20.07	\$ 20.07	\$ 20.07
General Secretary				
Step 1	\$ 20.07	\$ 20.07	\$ 20.07	\$ 20.07
Step 2	\$ 21.13	\$ 21.13	\$ 21.13	\$ 21.13
Step 3	\$ 22.08	\$ 22.08	\$ 22.08	\$ 22.08
Administrative Secretary				
Step 1	\$ 21.19	\$ 21.19	\$ 21.19	\$ 21.19
Step 2	\$ 23.09	\$ 23.09	\$ 23.09	\$ 23.09
Step 3	\$ 25.01	\$ 25.01	\$ 25.01	\$ 25.01
Step 4	\$ 26.15	\$ 26.15	\$ 26.15	\$ 26.15
Guidance Secretary				
Salary				
Step 1	\$ 47,939	\$ 47,939	\$ 47,939	\$ 47,939
Step 2	\$ 50,491	\$ 50,491	\$ 50,491	\$ 50,491
Step 3	\$ 56,034	\$ 56,034	\$ 56,034	\$ 56,034
Hourly				
Step 1	\$ 23.05	\$ 23.05	\$ 23.05	\$ 23.05
Step 2	\$ 24.27	\$ 24.27	\$ 24.27	\$ 24.27
Step 3	\$ 26.94	\$ 26.94	\$ 26.94	\$ 26.94
Secretary to High School Principal				
Salary				
Step 1	\$ 52,697	\$ 52,697	\$ 52,697	\$ 52,697
Step 2	\$ 55,716	\$ 55,716	\$ 55,716	\$ 55,716
Step 3	\$ 58,734	\$ 58,734	\$ 58,734	\$ 58,734

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Custodial Wage Schedule

	2024-2025	2025-2026	2026-2027	2027-2028
	2.75%	Please note % increase to match DCTA		
Substitutes	\$ 20.70	\$ 20.70	\$ 20.70	\$ 20.70
Van Driver				
Step 1	\$ 17.05	\$ 17.05	\$ 17.05	\$ 17.05
Step 2	\$ 18.22	\$ 18.22	\$ 18.22	\$ 18.22
Step 3	\$ 19.40	\$ 19.40	\$ 19.40	\$ 19.40
Bus Driver	\$ 20.91	\$ 20.91	\$ 20.91	\$ 20.91
Custodians				
Step 1	\$ 23.05	\$ 23.05	\$ 23.05	\$ 23.05
Step 2	\$ 23.88	\$ 23.88	\$ 23.88	\$ 23.88
Step 3	\$ 25.79	\$ 25.79	\$ 25.79	\$ 25.79
Assistant Head Custodian - Shepherd Hill	\$ 26.64	\$ 26.64	\$ 26.64	\$ 26.64
Head Custodian - Mason Road, Dudley Elementary, Charlton Elementary, Heritage, Charlton Middle & Dudley Middle				
Step 1	\$ 69,286	\$ 69,286	\$ 69,286	\$ 69,286
Step 2	\$ 72,653	\$ 72,653	\$ 72,653	\$ 72,653
Step 3	\$ 76,248	\$ 76,248	\$ 76,248	\$ 76,248
Shepherd Hill Head Custodian				
Step 1	\$ 76,149	\$ 76,149	\$ 76,149	\$ 76,149
Step 2	\$ 80,389	\$ 80,389	\$ 80,389	\$ 80,389
Step 3	\$ 84,972	\$ 84,972	\$ 84,972	\$ 84,972

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT
Cafeteria Wage Schedule

	2024-2025	2025-2026	2026-2027	2027-2028
	2.75%	Please note % increase to match DCTA		
Please note that all future appointments will be cafeteria helpers or managers				
Substitutes	\$ 17.06	\$ 17.06	\$ 17.06	\$ 17.06
Cafeteria Monitor	\$ 17.56	\$ 17.56	\$ 17.56	\$ 17.56
Helpers - less than 6 hours (Food Service 3)				
Step 1	\$ 17.73	\$ 17.73	\$ 17.73	\$ 17.73
Step 2	\$ 18.43	\$ 18.43	\$ 18.43	\$ 18.43
Step 3	\$ 19.11	\$ 19.11	\$ 19.11	\$ 19.11
Assistant Cooks/Bakers/Helpers (Food Service 2)				
6 hours per day				
Step 1	\$ 19.11	\$ 19.11	\$ 19.11	\$ 19.11
Step 2	\$ 19.45	\$ 19.45	\$ 19.45	\$ 19.45
Step 3	\$ 19.70	\$ 19.70	\$ 19.70	\$ 19.70
Head Cook/Baker/Cashier (Food Service 1)				
Step 1	\$ 20.76	\$ 20.76	\$ 20.76	\$ 20.76
Step 2	\$ 21.32	\$ 21.32	\$ 21.32	\$ 21.32
Step 3	\$ 21.91	\$ 21.91	\$ 21.91	\$ 21.91
Cafeteria Managers	\$ 30,746	\$ 30,746	\$ 30,746	\$ 30,746
Mason Road, Dudley Elementary, Charlton				
Elementary and Heritage School				
Cafeteria Managers				
Charlton Middle and Dudley Middle	\$ 32,650	\$ 32,650	\$ 32,650	\$ 32,650
Shepherd Hill	\$ 35,914	\$ 35,914	\$ 35,914	\$ 35,914