DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee
Wednesday, March 5, 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 6:31pm
In attendance:

Kelly Szela, Chair	Cathleen Carmignani
Nicole Enberg	Jaime Dell'Ovo
Maureen Chickering	

Fiscal Year 2026 Public Hearing – 6:30 PM

Superintendent Lamarche went over slides regarding FY 2026. He asked that the School Committee vote on Version 2 of the Budget.

II. Pledge of Allegiance

III. Moment of Silence

IV. School Showcase – Charlton Elementary School – Principal Ramos

Mrs. Kerle's first grade class sang a song about the planets and shared planet and animal projects.

V. Consent Agenda Items

1. Approval of the Warrant
2. Approval of Minutes Regular Meeting – February 12, 2025
3. Approval of Executive Session Minutes – February 12, 2025

A motion by M. Chickering, seconded by C. Carmignani to approve all consent agenda items was approved unanimously.

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

An added Consent Agenda item, request #121 for an Out of State Field Trip with Mr. Wilson and the SHRHS Winter Percussion and Winter Guard to a MA New England SBA Competition on Saturday, March 15, 2025 from 2:45 to 10:00 PM was also voted on.

A motion by J. Dell'Ovo, seconded by N. Enberg to approve the Out of State Field Trip was approved unanimously.

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

VI. Communications

C. Carmignani stated she's had parents reach out to her concerned about how much homework is being given to grades 4 and below. Parents state there are inconsistencies between classrooms and teachers.

C. Carmignani stated she has been getting communications from parents regarding attendance. Parents have received communications from the schools about illnesses/flu going around. Students can have their absences excused with a doctor's note but some doctor's offices don't want to see the kids in the office because of all the sicknesses going around. C. Carmignani stated if the child is being sent home from school with a fever, why isn't the absence excused the next day or if we as a school are sending notes to parents, knowing there are illnesses and flu going around, why aren't we excusing the absences with a parents call. She would like to discuss this further and address extenuating circumstances.

Superintendent Lamarche read a letter from Brad Munroe, Co-President of the CLark Tournament Committee thanking the DCRSD School Committee and SHRHS for hosting the boy's quarter-final 2025 Clark Tournament on February 15th. He stated Chris O'Donnell, DCRSD Athletic Director did a tremendous job hosting, organizing and scheduling the day.

Superintendent Lamarche also read a letter from Charlton Town Administrator, Andrew Golas, stating he had a kick off meeting on March 5, 2025 with Tower Construction, the general contractor for the Charlton Fire Sub-Station. He stated he will be keeping in close communication with Superintendent Lamarche and Principal Monette because this construction could affect the entrance to CMS. The potential mobilization of the construction project date is March 24th.

VII. Student Representative Report – Anthony Avoglia

- NHS is holding "Kids Night" on Friday March 21st from 5:00-8:00 PM for ages 5-12. They will have basketball, dodgeball, friendship bracelet making and slime stations among others.
- Winter athletics have ended, both boys and girls basketball made States.
- Cheerleading finale is Friday March 7th at 6:00 PM
- Juniors were able to see a live performance of Macbeth and the Drama Club was able to take part in a workshop from a Play Group last week.
- Show Choir travelled to Virginia to compete in the Hanover High Show Choir Competition. They came in second place.
- There is a hygiene drive going on in all schools for the month of March. This drive is to benefit Abby's House in Worcester.

VIII. Superintendent's Report

- Superintendent Lamarche thanked School Committee members for their support and dedication to our schools during the Fiscal Year 2026 budget process.
- Superintendent Lamarche had lunch with Nichols College President, William C. Pieczynski to discuss opportunities for collaboration that will have an impact on our students and local community.
- The Worcester County Superintendents' Association was held on February 13, 2025. This event provided an opportunity to discuss the current state of affairs in Worcester County and share the WCSA's priorities. The priorities that have been established are:
  - Priority 1: Inadequacy of school funding formula - Chapter 70-min. aid (232/3190 [73%]
  - Priority 2: Educator pipeline and retention efforts
  - Priority 3: Special education costs/Circuit Breaker
  - Priority 4: Transportation costs/out-of-district and regional
- The 3rd Annual "Heroes Among Us" Award and Recognition Dinner is March 22, 2025 at the Wellsworth Hotel.
- We've established a structured timeline and key deliverables for the development of a comprehensive Curriculum Plan, Technology Plan and Capital Plan for the April meeting as well as the updated District Improvement Plan for the May meeting.

- Upcoming Charlton and Dudley PTO events and programming for our students include:
  Charlton PTO - kidsbookfort.com - Cards for a cause
  Dudley PTO - Casino Night - adults only - 80s and 90s themed - Saturday March 15th at PACC in Webster from 7:00 to 10:00 PM.
- Funding proposals for FY25 and FY26, Superintendent Lamarche asked that the School Committee look at the FY26 items to improve the funding of our school district as well as the funding for our local communities.

IX. Public Comment

David Singer from Charlton stated the MTA was caught putting out pro-terrorist and hate propaganda. He wanted to know if DCRSD was aware of this and what DCRSD has done or is going to do to counter the propaganda that was put out by MTA.
Superintendent Lamarche answered by stating DCRSD was fully aware of this. DCRSD is independent of MTA, although we are affiliated with them. We were not impacted by this because we were not using these resources.

X. New Business

A. Fiscal Year 2026 Vote

[K. Szela entertained a motion to vote on the 2026 operating budget and municipal assessments of Version 2 printed on 2/4/2025. Version 2 includes a $500,000.00 reduction in the overall operating budget and municipal assessments from Version 1. The recommended operating budget figure being presented for approval tonight is $62,219,434.00. This budget recommendation includes the Town of Dudley at an operating assessment of $12,180,666.00 and a capital assessment of $376,613.00 for a total of $12,557,273.00. This budget recommendation also includes to the Town of Charlton, an operating assessment of $19,942,484.00 and a capital assessment of $314,465.00 for a total of $20,256,949.00.]

A motion was made by C. Carmignani, seconded by N. Enberg to approve the Fiscal Year 2026 operating budget of $62,219,434.00 was approved unanimously.

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

B. Director of Finance and Operations – Joseph DeSantis

a. Acceptance of a Donation – Charlton Elementary School

A motion was made by C. Carmignani, seconded by J. Dell'Ovo to approve the acceptance of the CES donation was approved unanimously.

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

b. Food Services – Code of Conduct/Procurement Procedures

A motion was made by C. Carmignani, seconded by N. Enberg to approve the Code of Conduct/ Procurement Procedures was approved unanimously.

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

b. Update - Fiscal Year 2025

Joseph DeSantis stated we are within our established operating budget parameters and will provide a full detailed update at the April meeting on the operating budget as quarter 3 concludes at the end of March.

C. Establishment of a representative Prekindergarten group in accordance with Policy IGA – Dir. Harriman and Assistant Superintendent True

Director Harriman stated that Assistant Superintendent True has been working diligently to ensure we have high quality instructional materials for all students. Pre-K is the only program that does not have consistent high quality instructional materials to use and pre-k teachers have been creating their own curriculum. In February there was a Pre-K Curriculum Committee formed. The goal is to choose a curriculum before the end of this school year to present to School Committee, after looking at multiple programs. We are hoping to have a curriculum in place for the 2025 - 2026 school year.

D. Update Southern Worcester County Education Collaborative – Steven Lamarche

a. Second Quarter Report

Year to date for the solvency SWCEC has a revenue of $423,000.00 which is in good standing.

b. Fiscal year 2026 Budget

The Board of Directors voted for a budget of $9,267,657.00

E. School Committee Subcommittee Updates

a. Capital and Safety Subcommittee

This sub-committee meeting was postponed until March 19, 2025 @8:00 am

b. Teaching and Learning Subcommittee

This sub-committee meeting is March 10, 2025 @2:00 pm to discuss Pre-K curriculum, transitions, math leveling in Middle School and Professional Development updates.

c. Budget and Finance Subcommittee

This sub-committee meeting was held on March 3, 2025 to discuss the current budget freeze that will be reassessed at the end of quarter 3, the All Boards meeting and if Joe DeSantis received any feedback or questions from either town after the meeting. Joe stated he did not receive any feedback or questions. Healthcare is also ongoing and will be discussed at the next meeting on April 15, 2025 @10:00 am.

F. Update Policy Subcommittee – Steven Lamarche

a. Policies for Action

1. GBA - Equal Employment Opportunity (new)

A motion by N. Enberg, seconded by C. Carmignani to approve Policy GBA was approved unanimously.

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

2. IJ - Instructional Materials (new)

A motion by N. Enberg, seconded by J. Dell'Ovo to approve Policy IJ was approved unanimously.

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

3. ACAB - Harassment (update)

A motion by N. Enberg, seconded by C. Carmignani to approve Policy ACAB was approved unanimously.

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

4. JICFB - Bullying Prevention (new)

A motion by C. Carmignani, seconded by J. Dell'Ovo to approve Policy IJ was approved unanimously.

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

A motion by M. Chickering, seconded by N. Enberg to retire Policy A as a result of approving Policy JICFB was approved unanimously.

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

b. Policies for Distribution

1. IKF - Graduation Requirements (new)
2. JRA/-R - Student Records (new)

These distributions are intended for feedback.
C. Carmignani stated she is concerned about students having to include a foreign language in their core subjects for a graduation requirement. She believes that could impact students that have special education needs that cannot take a foreign language. She doesn't want that as a requirement.

XI. Adjourn

A motion by M. Chickering, seconded byC. Carmignani to adjourn the meeting at 7:51 pm was passed unanimously.

K. Szela - Yes
C. Carmignani- Yes
M. Chickering - Yes
J. Dell'Ovo - Yes
N. Enberg - 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, March 26, 2025 – CMS
Budget and Finance Subcommittee: Monday, March 3, 2025 10:00 AM - Video Conference
Policy Review Subcommittee: Wednesday, March 26, 2025, 4:00 PM Charlton Middle School
Curriculum Subcommittee for Teaching and Learning: Monday, March 10, 2025 2:00 PM - Video Conference
Capital Outlay/Safety Subcommittee: Wednesday, March 19, 2025 8:00 AM - Video Conference

---

Future Agenda Items: FY26 Budget (ongoing), Update Capital Plan (April), District Improvement Plan (April), Update Technology Plan (April), SEPAC (April), School Choice (April), Enrollment of DCRSD staff students (April)

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee
Wednesday, March 5, 2025 at **6:30 PM**
Shepherd Hill Regional High School
68 Dudley-Oxford Road
Dudley, MA 01571

Agenda

I. Call Meeting to Order

Fiscal Year 2026 Public Hearing – 6:30 PM

II. Pledge of Allegiance
III. Moment of Silence
IV. School Showcase – Charlton Elementary School – Principal Ramos
V. Consent Agenda Items

1. Approval of the Warrant
2. Approval of Minutes Regular Meeting – February 12, 2025
3. Approval of Executive Session Minutes – February 12, 2025

VI. Communications
VII. Student Representative Report – Anthony Avoglia
VIII. Superintendent's Report
IX. Public Comment
X. New Business

A. Fiscal Year 2026 Vote
B. Director of Finance and Operations – Joseph DeSantis
   a. Acceptance of a Donation – Charlton Elementary School
   b. Food Services – Code of Conduct/Procurement Procedures
   b. Update – Fiscal Year 2025
C. Establishment of a representative Prekindergarten group in accordance with Policy IGA – Dir. Harriman and Assistant Superintendent True
D. Update Southern Worcester County Education Collaborative – Steven Lamarche
   a. Second Quarter Report
   b. Fiscal year 2026 Budget
E. School Committee Subcommittee Updates
   a. Capital and Safety Subcommittee
   b. Teaching and Learning Subcommittee
   c. Budget and Finance Subcommittee
F. Update Policy Subcommittee – Steven Lamarche
   a. Policies for Action
      1. GBA - Equal Employment Opportunity (new)
      2. IJ - Instructional Materials (new)
      3. ACAB - Harassment (update)
      4. JICFB - Bullying Prevention (new)
   b. Policies for Distribution
      1. IKF - Graduation Requirements (new)
      2. JRA/-R - Student Records (new)

XI. Adjourn

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, March 26, 2025 – CMS
Budget and Finance Subcommittee: Monday, March 3, 2025 10:00 AM - Video Conference
Policy Review Subcommittee: Wednesday, March 26, 2025, 4:00 PM Charlton Middle School
Curriculum Subcommittee for Teaching and Learning: Monday, March 10, 2025 2:00 PM - Video Conference
Capital Outlay/Safety Subcommittee: Wednesday, March 19, 2025 8:00 AM - Video Conference

Future Agenda Items: FY26 Budget (ongoing), Update Capital Plan (April), District Improvement Plan (April), Update Technology Plan (April), SEPAC (April), School Choice (April), Enrollment of DCRSD staff students (April)

From: **Form Approvals** districtoffice@dcrsd.org
Subject: Request #121 Complete
Date: February 24, 2025 at 2:25 PM
To: cchampagne2@dcrsd.org

REQUEST #121 | FEB 24, 2025

Field Trip/Event Form - Day Trips, In or Out of State and Overnight

The request is now **complete**.

Approval history

Complete

Copy Sent to cchampagne2@dcrsd.org
Approved by delwell@dcrsd.org
Approved by ktrue@dcrsd.org
Copy Sent to districtoffice@dcrsd.org
Copy Sent to gduval@dcrsd.org
Copy Sent to cchampagne2@dcrsd.org

Principal/School:	delwell@dcrsd.org
Email Address:	twilson@dcrsd.org
Field Trip/Event Title:	Cranston, MA NESBA Competition
Field Trip/Event Date Please note that you request must be submitted two-weeks prior to the date entered for a day trip, and, six months prior to the date entered for an out-of-state or overnight trip.:	Mar 15, 2025
Departure Time:	2:45 PM
Return Time:	10:00 PM
Address/Destination of Field Trip/Event Must include street address, city/town and state:	899 Park Avenue Cranston, Rhode Island
Grade/Group:	Winter Percussion/Winter Guard

	Guard
Location Contact/Telephone Number:	(401) 270-8126
Number of Students:	24
Number of Chaperones/Adults Proper supervision and adult/student ratio is 10-12 students per adult chaperone. Work with your building office staff to ensure all chaperons have an up-to-date CORI.:	2
List the Names of the Chaperones/Adults:	Heather Payne Sam Gaulin
Do All Chaperones/Adults have an up-to-date CORI through DCRSD.:	Yes
Three weeks prior to the event/field-trip, the Special Education Coordinator must receive a list of attending students. The Special Education Coordinator will review the needs of students and identify accommodations or supports that may be needed to ensure each student can access and participate in the planned activities. If this does not occur, the trip/event may be canceled to prevent civil rights violations.:	Understood (by checking this box you take full responsibility and liability if this did not occur)
Three weeks prior to the event/field-trip, your school nurse must receive a list of attending students. The school nurse will review the needs of students and identify accommodations or supports that may be needed to ensure each student can access and participate in the planned activities. If this does not occur, the trip/event may be canceled to prevent civil rights violations.:	Understood (by checking this box you take full responsibility and liability if this did not occur)
Total Cost of the Field Trip/event including transportation:	0
Per Student Cost:	0
Funding Source:	No Funding Required
As a result of selecting this field-based curriculum experience or event in accordance with School Committee Policy IJOA, how will your students benefit and what will your students know and be able to do as a result?:	Valuable opportunity to receive feedback from professional judges.
Additional Funding Source or N/A:	No Funding Required
In accordance with School Committee Policy IJOA, what are your student follow-up activities or lessons?:	More practice!
Are substitute(s) required in School for the School Day as a Result of this Field Trip/Event. If so Please Explain and Identify the Number of Substitutes Required as an Added Cost to the Request:	no
Administrative Assistant/School:	cchampagne2@dcrsd.org

Fiscal Year 2026 Budget Process

As we move forward with the Fiscal Year 2026 budget, I want to extend my sincere appreciation to the members of the School Committee for their unwavering support and dedication to our schools. Your commitment to ensuring that our students and educators have the resources they need to succeed has been instrumental in shaping this year's budget that reflects our shared priorities. With your deep understanding of the challenges before us, we have developed a balanced budget that maintains fiscal responsibility with our efforts to provide high-quality education for all students.

This year's budget represents not just an investment in our schools, but in the future of our community. The partnership between our district, local officials, and the School Committee has been invaluable. Together, we are making strategic decisions that will support student achievement, enhance educational programs, and maintain the financial stability of our district. Thank you for your continued dedication to our schools and the families we serve.

This past Friday, I had a very productive lunch with Nichols College President William C. Pieczynski to discuss opportunities for collaboration that will benefit both of our constituencies. While I do not have specifics to share tonight, our next steps will focus on leveraging resources effectively, expanding access to higher education experiences, and enhancing high school programming to better prepare our students for future academic and career success. I look forward to continuing these conversations and working together to create meaningful opportunities that will have an impact on our students and local community.

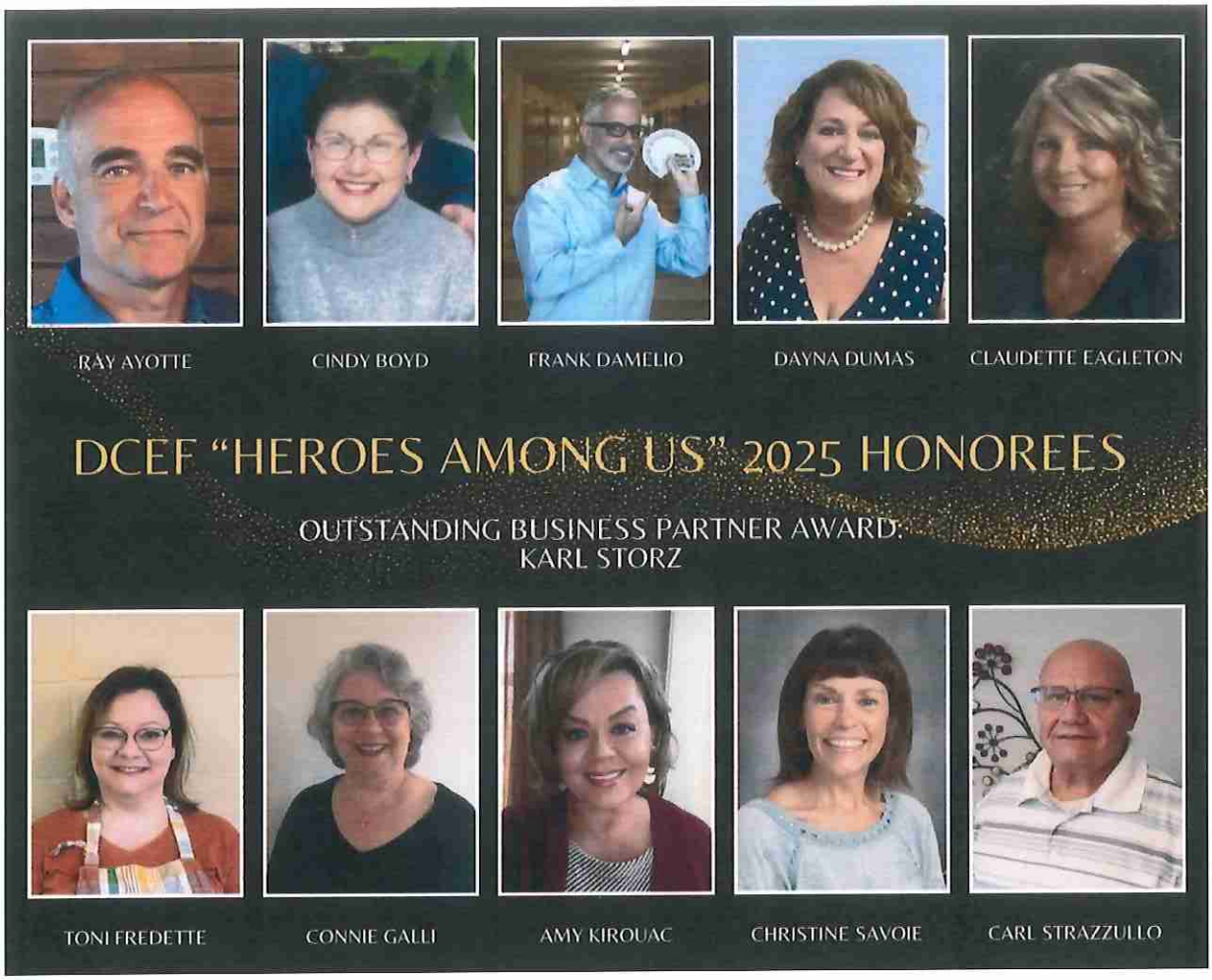
On Thursday, February 13, 2025, the Worcester County Superintendents' Association held a legislative breakfast with local education leaders and state legislators or representatives from legislative offices. This event provided an opportunity to discuss the current state of affairs in Worcester County and to share the WCSA's priorities with our local legislators. As an organization, we presented our collective priorities and engaged in meaningful discussions to advocate for the needs of our schools and communities of Worcester County.

These priorities have been established.

Priority 1: Inadequacy of school funding formula - Chapter 70 – min. aid (232/319)[73%]
Priority 2: Educator pipeline and retention efforts
Priority 3: Special education costs/Circuit Breaker
Priority 4: Transportation costs/out-of-district and regional

---

As previously shared, the Dudley-Charlton Education Foundation is holding its 3rd Annual "Heroes Among Us" Award & Recognition Dinner on Saturday, March 22, 2025, at the Wellsworth Hotel. This event has become a must-attend celebration, recognizing individuals who have made a significant impact on the educational experience within the Dudley-Charlton Regional School District. We are excited to honor this year's recipients from the DCRSD community. The evening will feature an awards ceremony, dinner, dancing, and both silent and live auctions. See you there!



As we move forward with our Dudley-Charlton RSD strategic planning efforts, we have established a structured timeline and key deliverables for the development of a comprehensive Curriculum Plan, Technology Plan, and Capital Plan for the April School Committee meeting, as well as the updated District Improvement Plan (DIP) for the first meeting in May. These planning initiatives are critical to ensuring that our updated DIP remains responsive to the evolving needs of our students, staff, and community. We will outline clear objectives, assess current resources, and identify opportunities for growth and innovation. This timeline will serve as our roadmap, guiding the development, review, and ultimate endorsement by the School Committee.

Attached, you will find the upcoming Charlton and Dudley PTO events and programming for our students in the coming weeks. We are so grateful for all that our parent organizations do to support our students and enhance their experiences in our schools.

1. Charlton PTO – kidsbookfort.com – Cards for a Cause
2. Dudley PTO – Casino Night – adults only - 80s & 90s themed – Saturday March 15 at PACC in Webster, MA 7:00-10 PM.

Respectfully Submitted:

Steven M. Lamarche
Superintendent

Here a few important dates in 2025.

March
Thursday, March 20, 2025 – Early Release Day for all students – Parent/Teacher Conferences

April
Friday, April 18, 2025 – Early Release Day for all students – Good Friday
Monday, April 21 – Friday, April 25, 2025 – Spring Vacation Week

May
Friday, May 23, 2025 – Early Release Day for all students – Professional Development
Monday, May 26, 2025 – Memorial Day – No School

June
Sunday, June 1, 2025 – Class of 2025 Commencement
Monday, June 16, 2025 – Current 180th day of school – Early Release Day for all students

Dear (name of legislator)

As your committees begin the challenging process of determining funding priorities for the certified FY24 $1.4 billion Fair Share Act surplus and the FY26 state budget, we respectfully urge you to prioritize addressing the severe financial difficulties faced by all school districts, including 232 districts classified under "hold harmless" status.

The Chapter 70 education funding formula relies heavily on antiquated model student enrollment assumptions to ensure school districts receive adequate operational funding. Districts with enrollment below these assumptions are guaranteed to receive at least the same aid as the previous year, but the formula lacks additional protections to guarantee sufficient core funding for all essential components of a school district. Since the last update to the Chapter 70 formula in FY07, statewide student enrollment has steadily declined, leaving 232 school districts dependent on "hold harmless" status. As a result, these districts receive only minimal per-pupil aid increases in Chapter 70 funding. This situation shifts the full responsibility of covering budget increases onto municipalities, a burden that has proven unsustainable.

We respectfully present the attached allocation requests for the one-time FY24 Fair Share Act surplus funding and the proposed FY26 state budget line-item increases. By providing school districts with additional FY25 funds, superintendents may realize relief in FY 25 that somewhat eases the strain on financial resources for FY26. Thus helping to offset the significant budget increases that municipalities can no longer sustain.

We are grateful for your tireless efforts and commitment to supporting our students and school districts.

Respectfully,

K-12 State Funding - FY25 & FY26 Proposals - Final 02.14.25

Funding Proposals that Could be Included in Fair Share (Millionaire Tax) Supplemental Spending Bill (Q1 of 2025)

Please Note: These proposals are not organized in priority order.

TOTAL PROJECTED COST - $323.2M

Funding Proposal Description	Projected Cost
Increase to Circuit Breaker reimbursements (line item 7061-0012) a) Cover 90% of eligible tuition costs b) Cover 75% of eligible transportation costs **FY25 CB projection: $543,263,794** **Final FY25 line item funded at: $493,177,484** **Increase needed for 90% tuition/75% transportation: $144,000,000**	**a) $85 million** using DESE initial FY25 figures. **b) $59 million** using DESE initial FY25 figures.
Increase to Regional School Transportation reimbursements (line item 7035-0006) to cover 100% of eligible transportation costs **FY25 RT projection: $117,756,809** **Final FY25 line item funded at: $99,456,813** **Increase needed for 100%: $18,299,996**	**$18.3 million** using DESE FY24 figures
Increase to McKinney-Vento Homeless Student Transportation reimbursements (line item 7035-0008) to cover 100% of **eligible transportation** costs	**$12.1 million** using DESE FY24 figures

FY25 projection: $40,738,817 **Final FY25 line item funded at: $28,671,815** **Amount needed for 100%: $12,121,002**	
Increase to Out-of-District Vocational Student Transportation reimbursements (line item 7035-0007) to cover 100% of **eligible transportation** costs **FY25 projection: $5,772,699** **Final FY25 line item funded at: $1,000,000** **Amount needed for 100%: $4,772,699**	**$4.8 million** using DESE FY24 figures
Increase to Rural School Aid (line item 7061-9813) to $60 million between supplemental and regular budget resources **Final FY25 RA line item funded at: $16,000,000** **Amount needed for 60%: $44,000,000**	**$44 million**
Supplemental Funding to MSBA Capital Supports (line item 1596-2431) to cover new and pre-existing municipal school building costs	**$100 million**
Funding Proposals that Could be Included in FY 2026 Budget ***Please Note: These proposals are not organized in priority order.*** **TOTAL PROJECTED COST - $436.6M**	
Funding Proposal Description	**Projected Cost**
Reconvene K-12 Funding Review Commission in FY 2026 **FY26 H.1 budget: not funded** **FY26 increase needed: $250,000**	**$250,000** based on Chairman Lewis' bill (SD. 1912)

Inflate Chapter 70 Formula to Better Match Recent Cost Growth - Integrate One-Fourth of the Missed FY 2023 and FY 2024 Inflation Above Statutory 4.5% Cap into FY 2026 Chapter 70 aid **FY26 H.1 budget: 7,097,168,436 (line item 7061-0008), $225M (SOA implementation support, surtax)** **FY26 increase needed: $116,000,000**	**$116 million** using MassBudget research report.
Maintain Minimum Per Pupil Aid at current FY 2025 levels of $104 per student **FY26 H.1 budget: 7,097,168,436 (line item 7061-0008), $225M (SOA implementation support, surtax)** **FY26 increase needed: $15,000,000**	**$15 million above FY26 Governor's budget** using Preliminary FY 2026 Chapter 70 spreadsheet.
Increase the Rural Aid Line to $60 million in the FY 2026 budget **FY26 H.1 budget: $16,000,000** **FY25 final: $16,000,000** **FY26 increase needed: $44,000,000**	**$44 million above FY26 Governor's budget.**
Increase Circuit Breaker reimbursements (line item 7061-0012) a) Cover 90% of eligible tuition costs b) Cover 75% of eligible transportation costs **FY26 H.1 budget: $531,991,844** **FY25 final: $493,177,484** **FY26 increase from FY25 needed: $205,000,000**	a) **$99 million** using DESE initial FY25 figures. b) **$106 million** using DESE initial FY25 figures.

Increase Regional School Transportation reimbursements (line item 7035-0006) to cover 100% of eligible transportation costs **FY26 projected amount: $122,000,000** **FY26 H.1 budget: $72,119,862 (line item 7035-0006), $43M (surtax)** **FY25 final: $99,456,813** **Increase from FY25 needed for 100%: $22,543,187**	**$22.5 million**
Increase McKinney-Vento Homeless Student Transportation reimbursements (line item 7035-0008) to cover 100% of **eligible transportation** costs **FY26 projected amount: $57,343,630** **FY26 H.1 budget: $28,671,815** **Final FY25 line item funded at: $28,671,815** **Increase needed from FY25 for 100%: $28,617,815**	**$28.6 million** using DESE FY24 figures
Increase Out-of-District Vocational Student Transportation reimbursements (line item 7035-0007) to cover 100% of **eligible transportation** costs **FY26 projection: $6,200,000** **FY26 H.1 budget: $6,200,000** **Final FY25 line item funded at: $1,000,000** **Increase needed from FY25 for 100%: $5,200,000**	**$5.2 million** using DESE FY24 figures

Coming Soon!

43% profit for our group!

$30/box ~ $1/card!

Cards for a Cause FUNDRAISER

Launching March 3rd!



Offer boxed sets of 30 beautifully embellished cards with matching envelopes to help your organization reach their fundraising goals.

1. All Occasion #1 Box #645985
2. All Occasion #2 Box #645992
3. Thanks & Blanks Box #646005
4. Kid's Birthday Box #646012
5. Holiday Box #644353 (50 cards*)

*Holiday Card Collection Box includes 50 cards and envelopes.
Product images are provided for your general information and may change without notice due to availability.

kidsbookfort.com

WELCOME TO THE DUDLEY PTO CASINO NIGHT FUNDRAISER

Event Info:
Saturday, March 15
7:00 - 10:00 pm
PACC Webster
37 Harris St.

80's & 90s Themed!

The Dudley PTO invites you to our **Casino Night Fundraiser.** You don't want to miss this fun, **adults-only**, night out, all while supporting our schools!

Tickets can be purchased in advance for $30 per person through Venmo (@Dudley-PTO) or by sending cash or check payable to Dudley PTO, along with the detachable form below into your child's school. If paying with Venmo please scan the QR code to the right to complete the sign up form. Tickets will also be available at the door for $40 each.

Cash Bar will be available during the event

How it Works

With each ticket, you will receive a $250 "Funny Money" bill which is cashed in for gaming chips and used to play your favorite casino games like Blackjack, Roulette, and Craps! Professional dealers will teach you how to play these popular games without risking your own money! If you happen to have a streak of bad luck, the night doesn't have to be over! You can make an additional donation to the PTO for more Funny Money to continue playing!

At the end of the night, you will receive one raffle ticket for every $200 in chips you have.

Adult Names:
(please print legibly) _____

Number of Tickets _____ _____

Phone: _____ Email _____

DUDLEY-CHARLTON FY2026 BUDGET

March 5, 2025
Shepherd Hill RHS
Budget Hearing 6:30 PM

Steven M. Lamarche

Superintendent

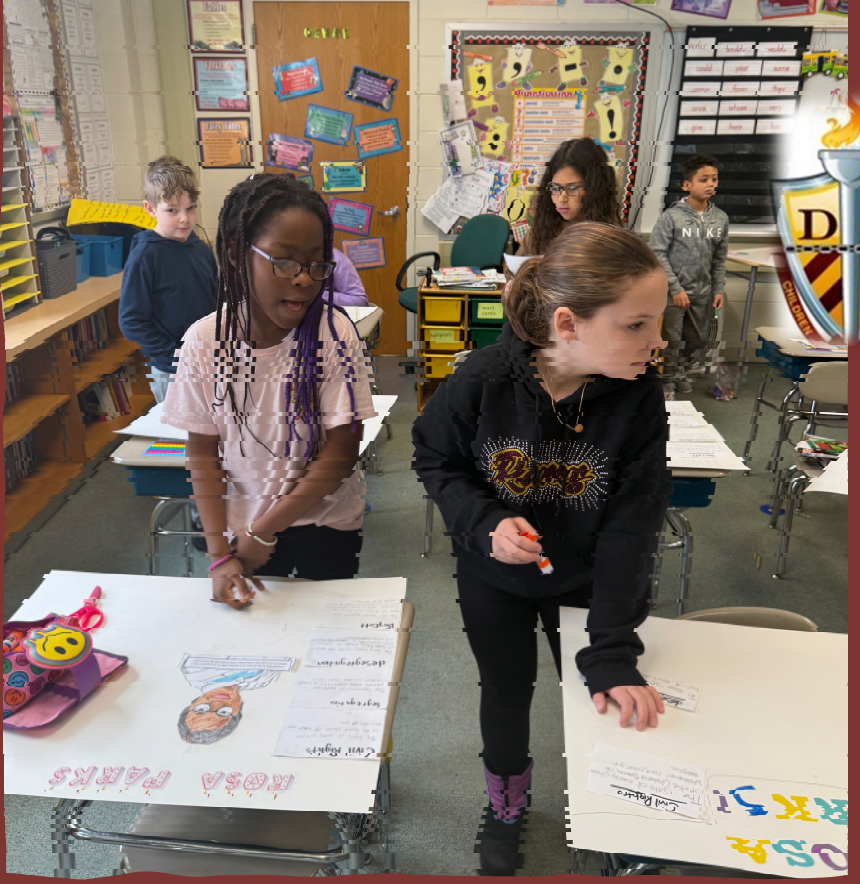
Joseph J. DeSantis

Director of Finance and Operations

AGENDA

- Relevant Information
- Assumptions/Risks
- Fiscal Year 2026
- Questions



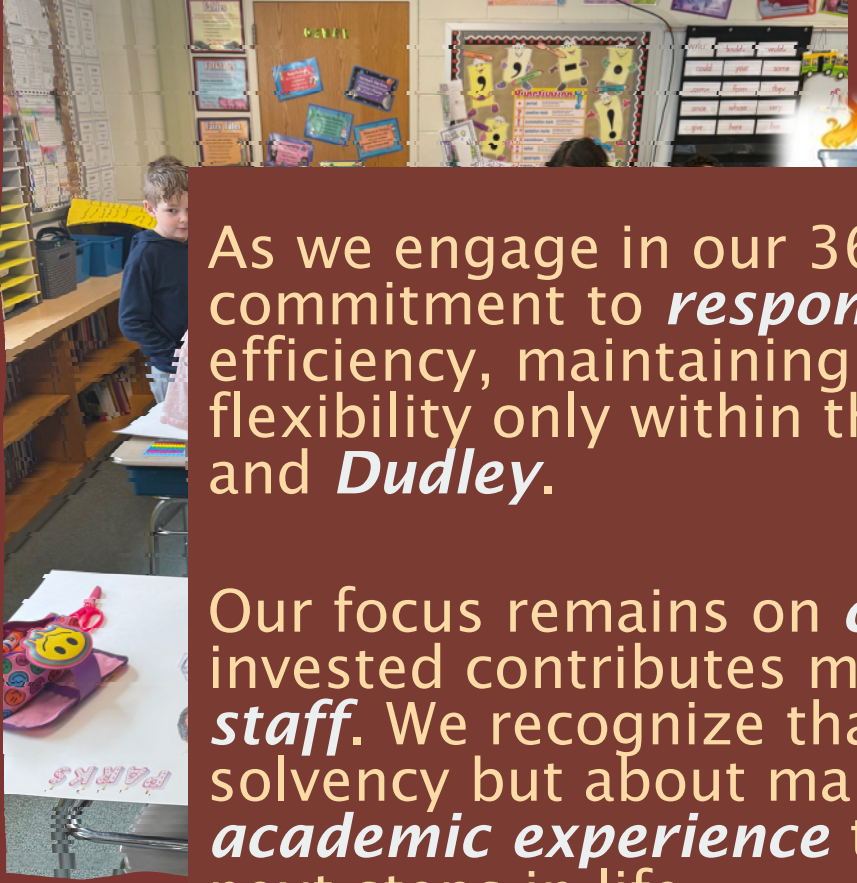




INTRODUCTION

The school budget, and 360 process, serves as a blueprint for how valuable tax dollars are invested in a DCRSD education. It transforms financial projections into real opportunities for student success, ensuring every dollar advances the district's commitment to excellence.

This process drives critical conversations, guiding tough choices as programs compete for limited resources.



As we engage in our 360 fiscal planning process, we do so with a commitment to ***responsible stewardship***, scrubbing expenditures to ensure efficiency, maintaining a ***conservative financial approach***, and exercising flexibility only within the limits of our financial relationships with ***Charlton*** and ***Dudley***.

Our focus remains on ***continuous improvement***, ensuring that every dollar invested contributes meaningfully to the ***well-being of our students and staff***. We recognize that fiscal responsibility is not just about maintaining solvency but about making thoughtful, strategic decisions that ***prioritize an academic experience*** that is both ***meaningful*** and ***preparatory*** for the next steps in life.

By balancing fiscal prudence with our core efforts, we ensure that resources are allocated ***where they matter most***, fostering an environment where students are supported, staff are valued, and the district remains well-positioned to meet both current and future challenges.

SCHOOL COMMITTEE GOALS





2024-2025

School Committee Goals



Fiscal Responsibility

The DCRSD School Committee will approve a revised **10-year Capital Plan** based on the **2024 architectural review** of all seven schools and will integrate **reports and evaluations** (e.g., Education Resource Strategies, Facilities Conditions Report) into **long-range planning**. This process will **shape Fiscal Year budget planning**, ensuring the **preservation of existing programs** while prioritizing expenditures that support a **comprehensive educational experience** for all students.

School Committee Goals

Enhance Educational Excellence

The DCRSD School Committee is committed to fostering a **unified district** by hiring, developing, and supporting staff who cultivate a **positive school culture**. Through **aligned professional development**, the Committee ensures **exceptional teaching and learning** for all students. Additionally, the Committee prioritizes **access to innovative platforms and technologies** while maintaining **oversight of curriculum evaluation, development, and adoption** to provide **high-quality instructional materials** that meet the evolving needs of all learners.



School Committee Goals



Enhance Community Outreach and Stakeholder Engagement

The **DCRSD School Committee** will strengthen partnerships with **local boards and organizations** by serving as **active community liaisons**. Through **collaboration, transparent communication, and shared initiatives**, the Committee will align district priorities with community needs, advocate for resources, and ensure that **stakeholder voices** shape decision-making to benefit students, families, and staff.

DISTRICT PLAN

Strengthen the continuum of learning by ensuring access and opportunity for all students. *Enhance* instructional practices and support systems to *improve* student achievement and outcomes. *Foster* family and community engagement through *meaningful* partnerships and *effective* communication.









ASSUMPTIONS AND RISKS

- **Minimum Chapter 70 for FY2026** ☑
- **Excess & Deficiency stable for FY2026** ☑
- **School Choice/Charter Assessments stable FY2026** ☑
- **Level funded supplies/technology (FY21-FY26)** ☑ **[exception HQIM]**
- **Reimbursements remain stable for FY2026** ☐

  Transportation, Circuit Breaker, Medicaid



AREAS OF SPECIFIC FOCUS

- Class Size
- Contractual Obligations
- Employee Benefits and Insurance



Areas with modest increases from past year's experiences

- Utilities
- Transportation
- Out of District Tuitions



PROJECTED CLASS SIZE

Average Class Size Projections FY26: With Staffing Changes

		S #	Proj Section	Ave Class	Noted Changes
MRS	Pre-K	64	2	32.00	
	K	107	5	21.40	
	1	109	6	18.17	
		280	*13*		
DES	2	118	5	23.60	Redistribute two sections from Grade 3: one to Grade 2 and one to Grade 4
	3	74	4	18.50	
	4	124	6	20.67	
		316	*15*		
DMS	5	117	6	19.50	
	6	119	6	19.83	Redistribute one section from Grade 7 to Grade 8
	7	136	6	22.67	
	8	146	7	20.86	
		518	*25*	21.72	

	S #	Proj Section	Ave Class	Noted Changes
CES	64	2	32.00	Reduction of one section from Grade 1
	114	6	19.00	
	117	6	19.50	
	295	*14*		
HES	157	7	22.43	Redistribute one section from Grade 3 to Grade 2
	130	6	21.67	
	145	7	20.71	
	432	*20*		
CMS	152	7	21.71	
	152	7	21.71	
	163	7	23.29	
	160	7	22.86	
	627	*28*	22.49	

THE AREAS OF SPECIFIC FOCUS

Contractual Obligations		$ 1,300,000
Employee Benefits and Insurance		$ 1,653,987
	Total	$ 2,953,987
Initial	*(811,269)*	*$ 2,142,718*



Variance work 4.73% to 3.57%



GOVERNOR'S REGIONAL TRANSPORTATION REIMBURSEMENT
MINIMUM AIDE – $75 PER STUDENT
SCRUB ALL LINES – FRESH SET OF EYES
LOWER UTILITY COSTS (SOLAR)
1.0 FTE TEACHER
1.0 FTE DISTRICT OFFICE CLERK

= ($811,269)

BIG NUMBERS (OPERATING)

FY25	$ 59,885,638	2.68%	
FY26*	$ 62,028,356	3.57%	$ 2,142,718
*Target	*$ 61,528,356*	*2.74%*	*$ 1,642,718*

These numbers do not include Capital commitments (691,078)

AMAZON FUNDING

Next Steps and Recommendations

6. **Resource Allocation**:

   - Our greatest resource is time for professional development and collaboration which is being addressed in the school calendar for 25-26.
   - To continue with HQIM at the Elementary and Middle School levels, the upkeep for Math and ELA is currently approximately **$275,000**. Our HQIM grants have ended with the exception of Open Sci Ed, which provides one more year of support under the grant. OSE will be moved into operating for 25-26 at the cost of approximately $20,000 per building. *Potential use of Amazon monies FY26
   - Explore options for HQIM in Science at the Elementary levels to improve programming and the necessary prerequisites for Middle School. *Potential use of Amazon monies FY27
   - We are awaiting to hear if we have been selected to participate in the PRISM Grant from DESE to support ELA instruction at the Elementary level.
   - We need to prepare for a new Math adoption at the Elementary level in 26-27. The anticipated cost is between $200-250K. *Potential use of Amazon monies FY27
   - Explore funding for summer curriculum work in all subjects at the Elementary and Middle levels.

7. **Writing Focus**:

   - Explore the introduction of the Writing Studio, a CKLA writing supplement, at the Elementary level to help boost student writing skills going into Middle School.

RECOMMENDED FY26 REDUCTIONS

This is purposefully left blank

FY26 Budget - Initial 1/27/25

Assessments				
	FY25	FY26	$ Change	% Change
DCRSD	$ 59,885,638	$ 62,719,434	$ 2,833,796	4.73%
Charlton (53.79%)				
Minimum	13,953,628	15,494,647	1,541,019	11.04%
Transportation	1,116,704	1,158,776	42,072	3.77%
Additional	3,148,490	3,558,011	409,521	13.01%
Subtotal Operating	18,218,822	20,211,434	1,992,612	10.94%
Capital				
Sewer Charges	25,776	25,776	-	
Shepherd Hill Field (Debt Excl)	68,904	58,639	(10,265)	
Sept. 2022 Capital (Voluntary)	-	-	-	
July 2024 Capital-Bond	272,467	230,050	(42,417)	
Subtotal Capital	367,147	314,465	(52,682)	-14.35%
Total Assessment - Charlton FY25	18,585,969	20,525,899	1,939,930	10.44%
Dudley (46.21%)				
Minimum	8,077,755	8,359,605	281,850	3.49%
Transportation	978,819	995,484	16,665	1.70%
Additional	2,759,729	3,056,621	296,892	10.76%
Subtotal Operating	11,816,303	12,411,710	595,407	5.04%
Capital				
Sewer Charges	9,224	9,224	-	
Shepherd Hill Field (Debt Excl)	64,039	64,039	-	
July 2024 Capital-Bond	351,313	303,350	(47,963)	
Subtotal Capital	424,576	376,613	(47,963)	-11.30%
Total Assessment - Dudley - FY25	12,240,879	12,788,323	547,444	4.47%
Total Assessment	*30,826,848*	*33,314,222*	*2,487,374*	*8.07%*

FY26 Budget - Version Two: 2/4/25

Assessments	FY25	FY26	$ Change	% Change
DCRSD	$ 59,885,638	$ 62,219,434	$ 2,333,796	3.90%
Charlton (53.79%)				
Minimum	13,953,628	15,494,647	1,541,019	11.04%
Transportation	1,116,704	1,158,776	42,072	3.77%
Additional	3,148,490	3,289,061	140,571	4.46%
Subtotal Operating	18,218,822	19,942,484	1,723,662	9.46%
Capital				
Sewer Charges	25,776	25,776	-	
Shepherd Hill Field (Debt Excl)	68,904	58,639	(10,265)	
Sept. 2022 Capital (Voluntary)	-	-	-	
July 2024 Capital-Bond	272,467	230,050	(42,417)	
Subtotal Capital	367,147	314,465	(52,682)	-14.35%
Total Assessment	18,585,969	20,256,949	1,670,980	8.99%
Dudley (46.21%)				
Minimum	8,077,755	8,359,605	281,850	3.49%
Transportation	978,819	995,484	16,665	1.70%
Additional	2,759,729	2,825,571	65,842	2.39%
Subtotal Operating	11,816,303	12,180,660	364,357	3.08%
Capital				
Sewer Charges	9,224	9,224	-	
Shepherd Hill Field (Debt Excl)	64,039	64,039	-	
July 2024 Capital-Bond	351,313	303,350	(47,963)	
Subtotal Capital	424,576	376,613	(47,963)	-11.30%
Total Assessment	12,240,879	12,557,273	316,394	2.58%
Total Assessment	*30,826,848*	*32,814,222*	*1,987,374*	*6.45%*

Charlton FY26

Dudley FY26

NEXT STEPS

Wednesday, February 12, 2025

SC Budget – All Boards - SHRHS

Wednesday, March 5, 2025

SC Budget Hearing - SHRHS

Wednesday, March 26, 2025

SC Meeting - CMS

May 19, 2025 – Town Meetings

Charlton and Dudley

DUDLEY-CHARLTON FY2026 BUDGET

March 5, 2025
Shepherd Hill RHS

QUESTIONS

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

TO: School Committee

FROM: Joseph DeSantis - Director of Finance & Operations

DATE: March 5, 2025

SUBJECT: Finance Director Update

A. Donation - Charlton Elementary School: Charlton Elementary School has been presented with a donation of $1,000. The donor wishes to remain anonymous and specifies only that the funds be used to directly benefit Charlton Elemetary. We thank the donor for their generous contribution.

C. Fiscal Year 2025: Fiscal Year 2025 is within the established Operating Budget parameters, inclusive of encumbered costs, such as Salaries. A budgetary suspension was instituted the week of January 6th, 2025. Any new purchase for which the funds are not already encumbered, or have a related purchase order, is approved at the Finance Director level. A detailed Operating Budget will be included in April, after the third quarter is complete on 3/31/2025.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Steven M. Lamarche
Superintendent of Schools

Joseph DeSantis
Director of Finance and Operations

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

Kelly True
Assistant Superintendent of Schools

Heather Harriman
Director, Pupil Personnel Services

Food Service: Written Code of Conduct Procedures (as it relates to Procurement)

The Dudley Charlton Regional School District public schools procures only those items and services that are required to perform and mission and/or fill a bona fide need. Procurements are made using best value contracting, which includes assessing the best value considering quality, performance, and price.

Mass General Laws, Chapter 30B is required to be followed.

The district adheres to the following objectives:

Procurement will be completely impartial based strictly on the merits of the supplier and contractor proposals and applicable related considerations such as deliver, quantity, etc.

Make all purchases in the best interests of the district and its funding sources.

Obtain quality supplies/services needed for delivery at the time and place required.

Buy from responsible sources of supply.

Obtain maximum value for all expenditures.

Deal fairly and impartially with all vendors.

Maintain dependable sources of supply.

Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school district supplier relationships.

The district will execute a purchase order for all purchases.

The appropriate building principal, director and the Superintendent must approve such purchase order.

All lease agreements will be evidenced by a signed agreement identifying all of the terms and conditions of the lease.

Any real estate agreement to rent or sell will require a beneficial interest disclosure as required in Mass General Law Chapter 7, Section 40J.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Steven M. Lamarche
Superintendent of Schools

Joseph DeSantis
Director of Finance and Operations

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

Kelly True
Assistant Superintendent of Schools

Heather Harriman
Director, Pupil Personnel Services

Food Service: Procurement Procedures

The Dudley Charlton Regional School Districts plan for procuring items for use in the Child Nutrition Program is as follows. The procurement procedures maximize full and open competition, transparency in transactions, comparability, and documentation of all procurement activities.

If the amount of purchases is more than the small purchase Massachusetts threshold of $100,000 (or SFA approved threshold if less), formal procurement procedures will be used as required by 2 CFR 200.318-.326 and MGL 30B Procurement Code and Regulations. The Small Purchase Threshold only applies to municipal and regional school districts.

If the amount of purchases is between $10,001 and $100,000 (or SFA approved threshold if less), informal procurement procedures (small purchase) will be required.

Micro purchase method should be utilized for any procurement of $10,000 or less (based upon more restrictive Federal guidelines).

Bid procedures will be applied on the basis of:

Category	Method	Evaluation Used	Contract Award	Contract Duration/
All perishable and non-perishable foods and Manual-All Purpose Cleaning Supplies, Paper	Formal	Bottom line	Cost-reimbursable plus fixed fee	Annual with 2, one-year optional renewals
Small wares	Formal	Bottom line	Fixed price	annual, if budget available
Capital Equipment	Formal	Bottom line	Fixed price	annual, if budget available
Fresh Bread	Formal	Bottom line	Fixed price with price adjustment	Annual July 1-June 30
Milk and Dairy Products	Formal	Bottom line	Fixed price with price adjustment	Annual July 1- June 30
Office Supplies	District contract	Bottom line	Cost reimbursable plus fixed-fee	Annual July 1-June 30
Processing USDA Foods	Formal	Bottom line	Fixed price	Annual July 1 — June 30
Emergency	Micro-purchase/small purchase procedures (requires	Price reasonable	No contract, equitable distribution, transactions limited to	As needed:

Because of the potential for purchasing more than $100,000, it will be the responsibility of Finance Manager to document the amounts to be purchased so the correct method of procurement will be followed.

Formal Procurements

When a formal procurement method is required, the following *COMPETITIVE SEALED BID or an Invitation for Bid (IFB) or COMPETITIVE PROPOSAL in the form of a Request for Proposal (RFP)* procedures will apply:

1) An announcement of an *Invitation for Bid (IFB) or a Request for Proposal (RFP)* will be placed in the (Newspaper/media, SFA's Website, SFA's Office, COMMBUYS, Goods and Service Bulletin if $100,000 or greater) to publicize the intent of the Dudley Charlton Regional Public Schools to purchase needed items. The advertisement for bids/proposals or legal notice must be published a minimum of 21 days (recommend allowing 4-6 weeks) prior to the time specified in the IFB/RFP for the receipt of bids.

2) An advertisement is required for all purchases over the small purchase threshold of $100,000. The announcement (advertisement or legal notice) will contain a:

    a. general description of items to be purchased
    b. deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
    c. date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
    d. deadline for submission of sealed bids or proposals, and
    e. address of location where complete specifications and bid forms may be obtained.

3) In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.

4) The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

5) The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the procurement document:

    a. Contract period
    b. SFA is responsible for all contracts awarded (statement)
    c. Date, time, and location of IFB/RFP opening
    d. How vendor is to be informed of bid acceptance or rejection
    e. Delivery schedule
    f. Set forth requirements (terms and conditions) which bidder must fulfill in order for bid to be evaluated
    g. Benefits to which the Dudley Charlton Regional Public Schools will be entitled if the contractor cannot or will not perform as required
    h. Statement assuring positive efforts will be made to involve minority and small business
    i. Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Dudley Charlton Regional Public Schools' non-profit Child Nutrition account
    j. Contract provisions as required in Appendix **II** to 2 CFR 200
    k. Contract provisions as required in 7 CFR 210.21(f) for all cost reimbursable contracts
    l. Contract provisions as required in 7 CFR 210.16(a)(1-10) and 7 CFR 250.53 for Food
        i. Service Management Company contracts

m. Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
n. Price adjustment clause (tied to a standard index) (Consumer price index, or other as stated in terms and conditions for pricing and price adjustments)
o. Method of evaluation and type of contract to be awarded — solicitations using an invitation for bid are awarded to the lowest responsive and responsible bidder; requests for proposal are awarded to the most advantageous bidder/offer or with price as the primary factor among factors considered
p. Method of award announcement and effective date (if intent to award is required by local procurement requirements)
q. Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
r. Provision requiring access by duly authorized representatives of the Dudley Charlton Regional Public Schools, State Agency, United State Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
s. Method of shipment or delivery upon contract award
t. Provision requiring contractor to maintain all required records for *six* years after final payment and all other pending matters (audits) are closed for all negotiated contracts
u. Description of process for enabling vendors to receive or pick up orders upon contract award
v. Provision requiring the contractor to recognize mandatory standards/polices related to energy efficiency contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
w. Signed statement of non-collusion
x. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
y. Provision requiring "Buy American" as outlined in 7 CFR Part 210.21(d); specific instructions for prior approval of all of non-domestic product (s).

6) Specifications and estimated quantities of products and services prepared by SFA and provided to potential contractors desiring to submit bids/proposals for the products or services requested.

7) If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, interpretation will be provided in writing to all potential bidders by Finance Manager and date specified.

8) The Finance Manager will be responsible for securing all bids or proposals.

9) The Finance Manager will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

10) The following criteria will be used in awarding contracts as a result of bids/proposals.
i) Price _____
ii) _____ (Ex.: quality, delivery, service, etc.)

In awarding a RFP, a set of award criterion in the form of an evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration among all factors when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

11) The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the SFA, price as the primary and other factors considered. Any and all bids or proposals may be rejected in accordance with law.

12) Finance Manager is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

13) Finance Manager reviewing the procurement system to ensure compliance with applicable laws.

14) Finance Manager responsible for documentation the actual product specified is received.

15) Any time an accepted item is not available, the Finance Manager will select the acceptable alternate. The contractor must inform the Finance Manager when a product is not available. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product. The Finance Manager must comply with the Buy American Provision.

16) Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is the Finance Manager.

17) The Finance Manager responsible for maintaining all procurement documentation.

** Note-you may opt to use an IFB for procurements below $100,000; however, you cannot use an RFP for procurements below $50,000. **

Small Purchase Procurements

If the amount of purchases for items is less than the most restrictive small purchase threshold, the following *small purchase procedures, including written quotes,* will be used. Quotes from an adequate number of qualified sources will be required.

1. Written Specifications will be prepared and provided to the vendor.

2. Each vendor will be contacted and given an opportunity to provide a written price quote on the same specifications. A minimum of three vendors shall be contacted.

3. The Finance Manager will be responsible for contacting potential vendors when price quotes are needed.

4. The price quotes will receive appropriate confidentiality before award.

5. Quotes will be awarded by the Finance Manager. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or terms and conditions agreement.

6. The Finance Manager will be responsible for documentation of records to show written solicitation specifications were sent to a minimum of 3 vendors, selection of vendor, reasons for selection, names of all vendors contacted, and written price quotes from each vendor.

7. The Finance Manager/Food Service Manager will be responsible for documentation that the actual product specified is received.

8. Any time an accepted item is not available, the Finance Manager/Food Service Manager will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

9. Bids will be awarded on the following criteria:

   i. Price _____ (Ex.: quality, delivery, service, etc.)

   _____

   _____

10. The Finance Manager is required to sign all quote tabulations, signifying a review and approval of the selections.

11. If the value of the purchase is greater than $10,000, a contract will be required. A purchase order containing all material terms and **signed by both the awarding authority and the vendor** will suffice as a written contract under Chapter 30B.

Micro purchases

If the purchase amount is $10,000 or less, the purchase can be made without soliciting competitive quotations if price is reasonable and purchases are distributed equitably among qualified suppliers

Non-Competitive Procurements

If items are available only from a single source *when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation,* NON-COMPETITIVE PROPOSAL procedures will be used. **Please note:** a member of the Massachusetts Dept. of Elementary and Secondary Education, Office for Food and Nutrition Programs, will approve, in advance, all procurements that result from non-competitive negotiations.

1. Written Specifications will be prepared and provided to the vendor.

2. The Finance Manager will be responsible for the documentation of records to fully explain the decision to use the non-competitive proposal. The records will be available for audit and review.

3. The Finance Manager will be responsible for documentation that the actual product or service specified was received.

4. The Finance Manager will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive proposals are met.

5. Non-competitive proposals can be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Dudley Charlton Regional Public Schools. The record of non-competitive purchases shall include, at a minimum, the following:

a. item name
b. dollar amount
c. vendor, and
d. reason for non-competitive procurement

Emergency or "Pressing Need" Purchases

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase must be authorized using a purchase order signed by the (Dudley Charlton Regional Public Schools. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Dudley Charlton Regional Public Schools.

2. At a minimum, the following emergency procurement procedures shall be documented:

    a. item name

    b. dollar amount

    c. vendor, and

    d. reason for emergency

3. If it is necessary, in the course of a pressing need, to make an emergency purchase by means of "piggybacking" on the bid of another district, the following conditions must exist and approved procedures must be followed and appropriately documented as follows:

    a. The SFA originating the competitive procurement must have a "piggyback provision" in the original solicitation;

    b. Documentation of the emergency requiring the piggybacking must be maintained;

    c. Approval from the purchasing SFA's governing board will be obtained and documented;

    d. Approval from the SFA that originated the competitive procurement will be obtained and documented;

    e. Approval from the Vendor that was awarded the Contract (original solicitation) will be obtained and documented;

    f. Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice;

    g. Notification to the Vendor of final approval will be documented and issued;

    h. A contract with the Vendor will be developed including:

    - The contractor shall agree to retain all books, records and other documents relative to the contract agreement for six (6) years after final payment, or until audited by SFA, whichever is sooner. The SFA, its authorized agents, and/or State and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

Record Keeping Requirements applicable to ALL Procurements

The SFA shall agree to retain all books, records and other documents relative to the award of the contract for six (6) years after final payment from the contract. Specifically, the SFA shall maintain, at a minimum, the following documents:

1. Written rationale for the method of procurement;
2. A copy of the original solicitation;
3. The selection of contract type;
4. The bidding and negotiation history and working papers;
5. The basis for contractor selection;
6. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
7. The basis for award cost or price;
8. The terms and conditions of the contract;
9. Any changes to the contract and negotiation history;

- Billing and payment records;
- A history of any contractor claims; and
- A history of any contractor breaches.

C. Establishment of a representative Prekindergarten group in accordance with Policy IGA

Assistant Superintendent True has been working diligently with a variety of stakeholders to ensure that we have high quality instructional materials (HQIM) for our students. At the elementary level, our PreK program is the only program with no set of consistent high quality materials to use with students. Our preschool teachers have been creating their own curriculum, which is a labor intensive process. We have programs for 3-year-old students and 4-year-old students, which is essentially 2 separate grade levels within preschool.

Assistant superintendent True and I have recognized that there is a need for HQIM at the preschool level. In February, we formed a preschool curriculum committee. So far, we have had demos of Launch PK from Teachtown and Experience Curriculum. We plan on looking at a few more programs before making a final determination. The goal is to choose a preschool curriculum before the end of this school year and to have a curriculum in place for the start of the 2025-2026 school year.

We have a group of dedicated professionals in our preschool program and would like to thank the members that have joined us to be on the PK curriculum committee. We are happy to report that all 4 of our preschool teachers are on the committee - Terri Nolette and Samantha Johnson from Mason Road School; as well as Holly Provost and Erin Goyette from Charlton Elementary School. In addition, both of our early childhood principals, Mrs. Desto from Mason Road and Mrs. Ramos from Charlton Elementary School, have joined the committee. Last but not least, Andrea Ostrosky, special education coordinator for preschool and Mason Road, also serves on the committee.

We will provide an update to the school committee toward the end of the school year with a recommendation for a preschool curriculum to be adopted by the district.

FY2025

SECOND QUARTER Report

EDUCATING A LARGER COMMUNITY!

SWCEC

Southern Worcester County Educational Collaborative

SWCEC At A Glance

Welcome to the SWCEC Second Quarter Report for Fiscal Year 2025, covering the period from October 1 through December 31, 2024.

The Second Quarter was a strong one, marked by a rapid increase in referrals to our programs, culminating in a total enrollment of 122 students. While staffing remains a challenge, our Principals and Directors have been actively recruiting through SchoolSpring, Indeed, and word-of-mouth to attract and vet candidates.

A highlight of the quarter was our annual Thanksgiving celebration, which was once again a resounding success. Students and staff came together to enjoy the preparations, celebrate the season, and share a delicious home-cooked meal featuring turkey, sides, and desserts.

In programmatic developments, we continue to strengthen our implementation of Positive Behavior Interventions and Supports (PBIS) across all grade levels of the Grow Program. Meanwhile, our Specialized Developmental Program continues to flourish, with teachers and service providers delivering rigorous, enriching, and multi-modal learning experiences anchored in thematic units.

Our therapeutic services division remains a cornerstone of support, providing consultation, evaluation, and direct services in areas such as Speech/Language, Adapted Physical Education, Orientation and Mobility, Vision, Transition, Vocational Training, and Assistive Technology.

Looking ahead, during the Third Quarter, I will be working closely with our Director of Finance and the Finance Committee to assess our projected budget and programming needs for Fiscal Year 2026. These discussions will help guide our recommendations to the Board of Directors.

Thank you for taking the time to review this report. As always, please feel free to reach out if you have any questions.

Yours in Education,



Arnold Lundwall, Executive Director of SWCEC

Specialized Developmental Program

Enrollment as of 12/31/2024 - 9

Dennis Todd, Director of Special Services

Throughout October, students in the Specialized Developmental Program engaged in Fall-themed units, exploring the history of Halloween through the News-2-You software platform. These units featured individualized lessons and activities aimed at enhancing literacy and language acquisition. Current event articles were presented on interactive whiteboards using symbol-supported text-to-speech technology. A highlight of the unit was the end-of-the-unit vocabulary Bingo, which both students and staff thoroughly enjoyed. To further immerse students in Fall traditions, they participated in an in-school pumpkin-picking event and painted their own pumpkins. The social skills focus for October was safety, covering topics such as safety signs, bullying, and fire safety.

The theme-based curriculum continued in November, with News-2-You articles focusing on Thanksgiving and the thirteen colonies. The social skills curriculum emphasized emotions, gratitude, and friendship in alignment with the Thanksgiving theme. Additionally, students began a new chapter book unit in literacy circles, reading The Wild Robot. They actively engaged in individual chapter worksheets and participated in whole-group listening comprehension activities with paraprofessional support.

In December, students explored various winter holidays, including Christmas, Hanukkah, and Kwanzaa. English lessons centered on holiday-themed vocabulary, while social skills instruction focused on health and wellness topics such as proper handwashing, understanding germs, and the importance of visiting the doctor. The month concluded with a festive holiday dress-up party, building excitement for the upcoming winter break.

Grow Elementary School

Enrollment as of 12/31/2024 - 40

Eric Glazier, Principal

Our program BCBA has been working closely with a small group of GES students to support the development of their executive functioning skills. She has designed a targeted curriculum that helps students plan, organize, prioritize, and complete essential tasks in both their school and home environments. Initially launched as a pilot program, the training has demonstrated success, and we will continue offering it to students in grades 3-6. This initiative aligns directly with the social skills lessons provided by our school's adjustment counselors. Strengthening executive functioning skills not only enhances academic performance but also helps students regulate emotions, control impulses, and make thoughtful decisions.

In early October, we hosted our first GES carnival-themed Positive Behavior Intervention event. To foster classroom morale, students collaborated to create, organize, and build carnival games using common household and classroom items. They then rotated through classrooms to play their peers' games. A special activity room featured face painting, popcorn, and cotton candy. Throughout the week, students earned tickets for demonstrating safe, responsible, and kind behavior, which they used at the carnival. This event reinforced school-wide expectations, promoted teamwork, and provided an enjoyable experience for all.

Our partnership with You, Inc. to provide an adolescent health class entered its second year this quarter. The curriculum expanded to include an additional session focused on the harmful effects of smoking and vaping. We are actively working with You, Inc. to further enhance this program and are exploring the possibility of adding a spring course specifically for our 6th-grade students.

Grow Middle High School

Enrollment as of 12/31/2024 -Middle 22, High 44
Anthony Cacace, Principal

In October, we hosted our annual Halloween Howler dance for students in the developmental program. Students dressed up in costumes, played games, and danced to music while enjoying food and desserts prepared by staff. The event was a great success, creating lasting memories for all who attended. Additionally, students visited the Hanover Theater to watch a performance of The Crucible.

In November, we continued our cherished Thanksgiving Feast tradition, where staff prepared a full Thanksgiving meal for all students. This event was a true team effort, with administration providing turkeys and staff contributing dishes such as mashed potatoes, corn, green beans, and desserts. The middle school staff and students took the lead in preparing their signature stuffing, and by 6:00 AM, eight turkeys were already cooking. The aroma of Thanksgiving filled the building, and students expressed gratitude for the meal. Another highlight of the month was our annual staff-student football game, a beloved tradition that both staff and students eagerly anticipate each year. Students also attended the Hanover Theater's production of the Edgar Allan Poe Double Header.

December brought more exciting activities, including a visit to the Hanover Theater to see The Christmas Carol. Students and staff participated in a festive door-decorating contest, with the middle school taking creativity to the next level by transforming their entire wing into "Christmas Town." The results were truly a sight to behold! Additionally, we launched our Parent Advisory Group (PAG) in December, providing a platform for discussions on important topics related to student success and challenges. These virtual meetings, held at 5:00 PM, welcome all parents and staff, with each session focusing on a different topic.

Academics, social-emotional health, and behavior remain our top priorities. Staff, teachers, and counselors work collaboratively, meeting each morning for staffing discussions and holding after-school tier-three meetings to support students with higher needs. Our Professional Learning Communities (PLCs) continue to foster staff collaboration on key topics, student needs, and upcoming events.

Grow Career Development Program

Enrollment as of 12/31/2024 - Career Placement Program 7
Anthony Cacace, Principal

Our Career Development Program continues to provide students with academic instruction and opportunities to develop work-related skills. Students participate in job placements at sites such as Meals on Wheels, the Host Hotel, Park and Shop, Anytime Fitness, and other locations. Within the school, students gain hands-on experience in maintenance, cafeteria assistance, janitorial tasks, landscaping, gardening, and various other projects. Mr. Rivard, our new Career Specialist, has made a strong start in his role, further enhancing the program's impact.

Assessment & Evaluation

SWCEC provides consultation, direct services, assessment and program evaluation services to member districts. These services support districts in building skills and programs that serve students in their home school.

Member Districts Serviced	Evaluations / Assessments	Conducted
Brookfield Public Schools	Functional Behavior Evaluation	1
	Orientation & Moblility Evaluation	1
Dudley Charlton Regional Schools	Orientation & Moblility Evaluation	2
Northbridge Public Schools	Orientation & Moblility Evaluation	2
	Functional Vision Assessment	1
Oxford Public Schools	Functional Vision Assessment	1
Spencer East Brookfield Regional School District	Adaptive Physcial Education Eval	1
Southbridge Public Schools	Functional Vision Assessment	1
	Orientation & Mobility Evaluation	2
Abby Kelley Foster School	Orientation & Mobility Evaluation	1

Therapeutic & Contractual Services

Therapeutic & Contracted Services Provided	District Serviced			
Adaptive Physical Education	Webster	Spencer East Brookfield RSD	Grafton	
Assistant Technology	Dudley Charlton RSD	Millbury Public Schools	Ludlow	
	Leicester	Spencer East Brookfield RSD	Webster	
BCBA	North Brookfield	Oxford		
Music Therapy	Leicester	Spencer East Brookfield RSD		
Orientation & Mobility	Auburn	Millbury	Southbridge	Webster
	Brimfield	Northbridge	Spencer East Brookfield RSD	Palmer
	Brookfield	Oxford	Tantasqua RSD	Blackstone Valley RVT
	Dudley Charlton RSD	Quaboag RSD	Uxbridge	Ludlow
	Grafton			
Vision Services	Dudley Charlton RSD	Quaboag RSD	Tantasqua RSD	Ludlow
	Leicester	Southbridge	Uxbridge	Lynn
	Northbridge	Spencer East Brookfield RSD	Webster	Douglas
	Oxford	Sutton Public Schools	Palmer	
Vocational Sevices	Oxford	Quaboag RSD	Spencer East Brookfield RSD	

SWCEC Financial Update

October 1, 2024 - December 31, 2024	
FY 2025 Adopted Budget by the Board	$9,236,791
2nd Quarter Anticipated Revenue at 25%	$2,309,198
2nd Quarter Earned Revenue	$2,444,839
2nd Quarter Anticipated Expenditures at 25% of Budget	$2,309,198
2nd Quarter Actual Expenditures	$2,259,309
FY 2025 2nd Quarter Income (Loss)	$185,530
YTP Income (Loss)	$423,432

FISCAL YEAR 2026 BUDGET PROPOSAL

SWCEC

Reviewed by
Finance Committee

Prepared by
Lena L. Travinski

Table of contents

Executive Summary 03

Enrollment Overview 04

Personnel Overview 06

FY 26 Budget Proposal 08

Enrollment & Tuition by District 12

Tuition Rates 13

Service Rates 14

Executive Summary

Enclosed for your approval is the Fiscal Year 2026 budget proposal for the Southern Worcester County Educational Collaborative (SWCEC). From a fiscal standpoint, SWCEC continues to move in a positive direction. I remain deeply appreciative of the Board's ongoing support and its commitment to fiscal prudence and transparency. As always, I am dedicated to the success and growth of SWCEC as an educational institution.

In alignment with this commitment, I present three primary budget objectives:

1. Strengthen SWCEC's financial health to support future program development while maintaining efforts to ease annual increases for member districts.
2. Ensure fiscal responsibility by continuously evaluating practices to make the most cost-effective use of tuition funds.
3. Invest strategically in staffing and educational resources to enhance the quality of programming offered to our students.

The recommended FY 2026 budget totals $9,267,657 comprising:

- Operational Budget: $8,221,885
- Supplemental Budget: $1,045,772

This reflects a 4.65% net budgetary increase, with a 1% increase in tuition rates for member districts.

A key factor influencing this proposal is the planned enrollment of 133 students. Historical referral data indicates that Grow Elementary and Grow Middle High continue to receive more referrals than they can accommodate. The demand for our services underscores the importance of expanding enrollments to better support our member districts.
Given these considerations, I recommend the approval of the FY 2026 budget at $9,267,657. This budget represents a strategic investment in high-quality services for students and districts while maintaining a fiscally responsible approach.

Respectfully submitted,

Lena L. Travinski
Director of Finance & Operations

Enrollment Overview

Referrals

The Southern Worcester County Educational Collaborative has experienced a 38% increase in student referrals over the past three school years following the pandemic, compared to the three years prior.
The two Grow programs have seen a 45% increase in referrals, reflecting a growing demand for their services.
However, the Grow Career Development and Developmental programs have observed a decline in referrals during the same period.

Enrollment

Grow Middle High School has 10 students graduating in 2025.
Grow Elementary School has 10 sixth grade students transitioning to Grow Middle High School.
Non-member enrollments continue to make up 18-20% of total enrollment, aligning with projections.

Historical Enrollment Data

	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016	2014-2015
GCDP	6	5	3	4	7	4	5	6	11	13
GMHS	64	53	52	50	61	49	63	61	46	41
GES	39	37	38	37	48	49	53	44	55	55
Ready									1	1
RISE		1	1	2	4	4	7	5	6	5
Grow Totals	**109**	**96**	**94**	**93**	**108**	**106**	**128**	**116**	**119**	**115**
Spec Dev	11	13	14	14	16	16	17	17	20	23
SWCEC Totals	120	**109**	**108**	**107**	**136**	**122**	**145**	**133**	**139**	**138**

Over the last 10 years, SWCEC has seen an average enrollment of 125.7 students within the programs offered in the 2024-2025 school year. Current programs average as follows;
Grow Elementary School-45.5,
Grow Middle High School-54,
Grow Career Development Program-6.4,
RISE-3.8,
Specialized Development-15.6

SWCEC has seen the closure of many programs over a 10-year period. Historically these decisions were based on declining enrollments made by the Board of Directors.
The Work Experience Program for students ages 18-22 ended in 2018. The Ready program was also closed in 2016. The most recent was the sunsetting of the Autism program, combining it with the Medically Fragile program to create the Specialized Development program.

PERSONNEL OVERVIEW

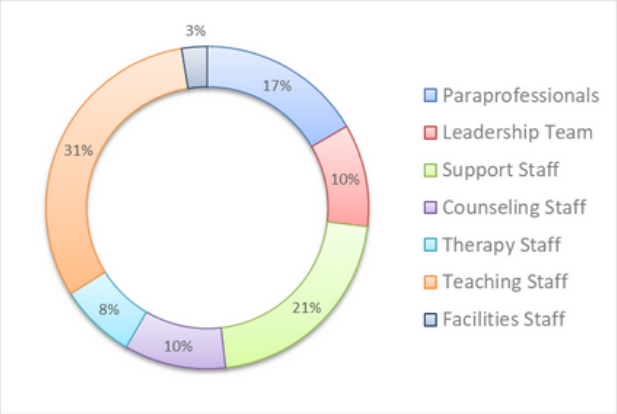
- Personnel costs equate to 88% of the total budget
- 27% of employees equal 45% of payroll and benefit budget
- Step Change - 12 Appx A staff members
- Lane Change - 2 Appx A staff members
- Two Teachers submitted notice of retirement
- Health insurance is projected at 10%
- Each 1% change in COLA is $59,448.00
- Current maximum benefit through Department of Unemployment Assistance is $26,000

Personnel Data

Full Time Equivalent

SWCEC is proposing a total of 78.97, an increase of 2.1 over fiscal year 2025.

This does not include 16 1:1 Classroom Aides. Classroom Aides are hired for students enrolled at SWCEC who require more personalized assistance throughout their day.



This increase is attributed to the addition of a full-time teacher at Grow Middle High School at the start of the 2024-2025 school year, which has provided the flexibility to accommodate more referred students.

Looking ahead to the 2026 budget, SWCEC aims to enhance support personnel across its programs, ensuring greater staffing levels to better serve the district's most vulnerable students while fostering continued programmatic growth.

SWCEC recommends eliminating three therapy positions that have remained vacant for over a year. Member districts that previously utilized these services have transitioned to in-house or alternative providers, effectively absorbing the cost. As a result, SWCEC should no longer allocate funds for this expenditure.

Proposed Budget for Fiscal Year 2026

ENROLLMENT
Enrollment increase from 122 in FY 2025 to 133 in FY 2026 to accommodate the referral demand Grow Elementary and Middle High School are receiving

TUITION
1% increase for Member Districts
2% increase Non Member Districts
Each 1% change equals $59,130

RELATED SERVICES
1:1 Classroom Aide Rate Increase
$3 a day increase for Member Districts
$3 a day increase Non Member Districts

Budget Proposal	
Revenue	$9,202,486
Payroll & Benefits	$8,183,285
Operational Expenditures	$1,084,371
Total Expenditures	$9,267,657
Profit (Loss)	($65,170)

Comparison	FY'26	FY'25	Delta
Total	9,267,657	8,856,038	411,618
Operational	8,221,885	7,506,511	715,374
Supplemental	1,045,772	1,349,528	(303,756)

LEADERSHIP
Arnold Lundwall - Executive Director
Lena Travinski - Director of Finance & Operations
Jhan LaTulippe - Technology Coordinator
Dennis Todd - Director of Special Services & PD
Anthony Cacace - Principal, Grow Middle High
Eric Glazier - Principal, Grow Elementary

FY 2026 TUITION RATES

Grow Elementary School	FY '25 Annual Tuition	FY '26 Annual Tuition	$ Change	% Change	Tuition Days	FY '25 Daily Rate	FY '26 Daily Rate	Daily Tution Delta $
MEMBER	53,514.00	54,048.6	534.6	1.00%	180	297.30	300.27	2.97
NON-MEMBER	69,024.60	70,405.20	1,380.60	2.00%	180	383.47	391.14	7.67

Grow Middle High School	FY '25 Annual Tuition	FY '26 Annual Tuition	$ Change	% Change	Tuition Days	FY '25 Daily Rate	FY '26 Daily Rate	Daily Tution Delta $
MEMBER	53,514.00	54,048.6	534.6	1.00%	180	297.30	300.27	2.97
NON-MEMBER	69,024.60	70,405.20	1,380.60	2.00%	180	383.47	391.14	7.67

Grow GCDP	FY '25 Annual Tuition	FY '26 Annual Tuition	$ Change	% Change	Tuitio n Days	FY '25 Daily Rate	FY '26 Daily Rate	Daily Tution Delta $
MEMBER	57,094.20	57,664.80	570.60	1.00%	180	317.19	320.36	3.17
NON-MEMBER	72,217.80	73,662.40	1,444.60	2.00%	180	401.21	409.24	4.01

RISE ACADEMY	FY '25 Annual Tuition	FY '26 Annual Tuition	$ Change	% Change	Tuition Days	FY '25 Daily Rate	FY '26 Daily Rate	Daily Tution Delta $
MEMBER	53,514.00	54,048.6	534.6	1.00%	180	297.30	300.27	2.97
NON-MEMBER	69,024.60	70,405.20	1,380.60	2.00%	180	383.47	391.14	7.67

FY 2026 RELATED SERVICE RATES

Services & Therapy	Member Hourly Rate	Non-Member Hourly Rate
Adaptive Physical Education	$104	$131
Assistive Technology	$139	$174
Augmentative & Alternative Communication	$139	$174
Board Certified Behavior Analyst (BCBA)	$129	$159
English Language Learner (ELL) Services	$70	$87
Music Therapy	$145	$174
Orientation & Mobility Therapy	$151	$188
Psychologist	$139	$174
Vision Therapy	$151	$182
Vocational/Transition	$119	$146
Occupational Therapy, Registered (OTR)	$99	$123
Certified Occupational Therapy Assistant COTA)	$87	$108
Speech and Language Therapy (SLP)	$99	$123
Speech and Language Therapy Assistant (SLPA)	$87	$108
TinyEYE - Online speech services	$87	$108
Tutor Services (Certified Teacher)	$77	$97
Tutoring Supports (afterschool)	$26	$31
1:1 Classroom Aide Services (1:1 Daily Rate)	$156	$187
SWCEC offers Safety Care Training. For pricing details, please contact the Executive Director, as QBS follows a set fee structure		

*Assessments & Evaluations	Member Rate	Non-Member Rate
Adaptive Physical Education	$1,042	$1,310
Assistive Technology	$1,387	$1,744
Augmentative & Alternative Communication	$1,387	$1,744
Functional Behavior Assessment	$1,285	$1,591
Functional Vision Assessment	$1,510	$1,886
Occupational Therapy	$989	$1,234
Orientation & Mobility Therapy	$1,510	$1,886
Program Evaluation	$1,500	$1,800
Psycho-educational	$1,389	$1,768
Speech and Language Therapy	$989	$1,234
Vocational/Transition	$1,387	$1,744

*All Assessment and Evaluation rates are based on 1 professional employee at 10 hours. Additional personnel and hours will be billed at an hourly rate.

FY 2026 DRAFT BUDGET PROPOSAL

2/14/2025	Grow	Grow Elm	Grow CDP	Rise	Various supp	Tutors	BUDGET Total FY2026	BUDGET Total FY2025	BUDGET FY2026 VS FY2025	Line
STUDENT FTE BY PROGRAM----->>	82	40	10	1			133	122		
REVENUE:										
Projected Tuition Revenue	4,710,047	2,243,727	591,923	54,049	-	0	7,599,746	7,204,657	395,089	1
Projected Summer Tuition Revenue	330,909	169,692	24,027	-	-	0	524,628	618,143	(93,515)	2
Projected Tutor Revenue	-	-	-	-	-	460,440	460,440	628,920	(168,480)	3
Projected Summer Tutor Revenue						63,950	63,950	87,350	(23,400)	4
Projected Supplemental Revenue	-	-	-	-	450,000	-	450,000	598,400	(148,400)	5
Membership Dues	55,489	27,068	6,767	677	-	-	90,000	90,000	-	6
Other Revenue	8,015	3,910	977	98	-	-	13,000	13,000	-	7
							-	-	-	8
TOTAL PROJECTED REVENUE:	**5,104,460**	**2,444,396**	**623,694**	**54,823**	**450,000**	**524,390**	**9,201,764**	**8,756,284**	**(38,706)**	9
PAYROLL & BENEFITS:										10
Payroll	2,992,751	1,989,744	299,462	61,322	428,733	382,354	6,154,367	6,133,154	21,213	11
Exec Director Salary	*62,902*	*62,902*	*7,863*	*7,863*	*15,725*		-	-		*11a*
Program/School Leader	*158,491*	*172,476*	*16,297*	*13,125*	*27,124*					*11b*
Teaching	*1,059,708*	*537,793*	*131,080*	*18,553*	*16,589*					*11c*
Counseling	*484,347*	*289,890*	*9,987*	*4,993*	-					*11d*
Support Staff	*476,151*	*306,778*	*84,119*	*1,581*	*26,973*					*11e*
Educational Assistant	*240,220*	*143,869*	*9,378*	*1,563*	-					*11f*
Nursing	*111,975*	*105,481*	*9,253*	-	-					*11g*
1:1 Aide Wages						*382,354*				*11h*
Occupational Therapy	*33,338*	*96,167*	-	-	-					*11j*
Physical Therapy	-	-	-	-	-					*11i*
Speech Language	*81,018*	*81,018*	-	-	*27,393*					*11k*
Assistive Technology					*16,899*					
Deaf & Hard of Hearing	-	-	-	-	-					*11l*
Orientation & Mobility	-	-	-	-	*100,111*					*11m*
Vision	-	-	-	-	*199,172*					*11n*
Facilitites	*74,851*	*24,825*	*6,017*	*1,910*	-		-	-		*11o*
Admin Salaries	*187,751*	*152,547*	*23,469*	*11,734*	*15,646*					*11p*
Stipends	*22,000*	*16,000*	*2,000*	-	-		-	-		*11q*
Payroll Fringe Benefits	813,087	511,161	68,713	14,228	65,984	88,651	1,561,823	1,586,338	(24,515)	12
Exec Director Salary	*5,101*	*5,101*	*638*	*638*	*1,275*	-				*12a*
Program/School Leader	*11,967*	*45,659*	*1,617*	*1,571*	*5,915*	-				*12b*
Teaching	*217,401*	*111,427*	*25,323*	*6,078*	*241*	-				*12c*
Counseling	*99,689*	*104,910*	*2,055*	*1,028*	-	-				*12d*
Support Staff	*183,553*	*76,652*	*23,624*	*396*	*10,908*	-				*12e*
Educational Assistant	*161,575*	*51,174*	*6,399*	*1,067*	-	-				*12f*
Nursing	*23,745*	*36,916*	*1,435*	-	-	-				*12g*
1:1 Aide Wages						*88,651*				*12h*
Occupational Therapy	*13,422*	*36,662*	-	-	-	-				*12j*
Physical Therapy	-	-	-	-	-	-				*12i*
Speech Language	*26,703*	*26,703*	-	-	*9,710*	-				*12k*
Assistive Technology										
Deaf & Hard of Hearing	-	-	-	-	-	-				*12l*
Orientation & Mobility	-	-	-	-	*7,558*	-				*12m*
Vision	-	-	-	-	*27,072*	-				*12n*
Facilitites	*29,957*	*12,642*	*2,634*	*972*	-	-				*12o*
Admin Salaries	*39,654*	*32,219*	*4,957*	*2,478*	*3,304*	-				*12p*
Stipends	*319*	*232*	*29*	-	-	-				*12q*
Retiree Benefits	51,829	25,283	6,321	632	-	-	84,064	88,712	(4,648)	13
Payroll Summer	117,795	39,714	46,899	-	11,493	36,887	252,788	276,370	(23,582)	14
Teaching	*53,946*	*18,095*	*22,925*							*14a*
Counseling	*22,101*	-								*14b*
Support Staff	*16,591*	*2,557*	*17,119*							*14c*
Educational Assistant	*21,460*	*6,124*	*3,159*							*14d*
Nursing	*3,697*	*3,697*	*3,697*							*14e*
1:1 Aide Wages						*36,887*				*14f*
Occupational Therapy		-								*14h*
Physical Therapy										*14h*
Speech Language		*9,241*	-							*14i*
Deaf & Hard of Hearing					-					*14j*
Orientation & Mobility					*5,746*					*14k*
Vision					*5,746*					*14l*

FY 2026 DRAFT BUDGET PROPOSAL

2/14/2025	Grow	Grow Elm	Grow CDP	Rise	Various supp	Tutors	BUDGET Total FY2026	BUDGET Total FY2025	BUDGET FY2026 VS FY2025	Line
Payroll Summer Fringe Benefits	4,303	1,669	2,394	-	598	2,710	11,673	13,232	(1,559)	15
Teaching	*1,160*	*389*	*493*							*15a*
Counseling	*475*	*-*								*15b*
Support Staff	*670*	*211*	*1,412*							*15c*
Educational Assistant	*1,770*	*505*	*261*							*15d*
Nursing	*228*	*228*	*228*							*15e*
1:1 Aide Wages						*2,710*				*15f*
Occupational Therapy		*-*								*15g*
Physical Therapy										*15h*
Speech Language		*336*	*-*							*15i*
Deaf & Hard of Hearing					*-*					*15j*
Orientation & Mobility					*474*					*15k*
Vision					*124*					*15l*
DUA (Unemployment Current Yr)	-	-	-	-	-	-	26,000	-	26,000	
DUA (Prior Year balance)					-	-	27,508	1,500	26,008	16
Workers Comp Insurance	31,699	19,887	3,074	566	3,918	5,918	65,062	55,889	9,173	17
SUBTOTAL - PAYROLL & BENEFITS	4,011,463	2,587,457	426,862	76,748	510,849	516,521	8,183,285	7,782,569	2,090	18
SUBTOTAL TOP LINE:	**1,092,997**	**(143,061)**	**196,832**	**(21,925)**	**(60,849)**	**7,869**	**1,018,480**	**973,627**	**(40,797)**	19

FY 2026 DRAFT BUDGET PROPOSAL

2/14/2025	Grow	Grow Elm	Grow CDP	Rise	Various supp	Tutors	BUDGET Total FY2026	BUDGET Total FY2025	BUDGET FY2026 VS FY2025	Line
EXPENSES:										
Adminstration										20
Membership Dues	7,860	3,834	959	96	-	-	12,749	10,679	2,071	21
Audit, Consult and Legal	32,245	15,729	3,932	393	-	-	52,300	42,747	9,552	22
Strategic Plan	12,331	6,015	1,504	150	-	-	20,000	20,000	-	23
General Insurance	33,388	13,917	8,337	347	-	-	55,989	55,989	-	24
Office Supplies	18,450	9,000	2,250	225	-	-	29,925	27,450	2,475	25
Admin Expenses	15,819	7,716	1,929	193	-	-	25,657	21,397	4,260	26
Postage	1,155	564	141	14	-	-	1,874	1,874	-	27
Professional Development	20,558	12,648	2,062	297	1,849	6,881	44,295	39,570	4,725	28a
Prof Dev - Union Contract										*28a*
Prof Dev - SWCEC funded										*28b*
Prof Dev - Administration										*28c*
Telephone, Internet and Maintenance	21,577	10,525	2,631	264	-	-	34,997	34,996	1	29
Instructional										30
School Supplies	18,450	9,000	2,250	225	-	-	29,925	27,450	2,475	31
PBIS - GMHS										*31a*
PBIS - GES										*31b*
Curriculum, Assessments, Testing (tangible)					-					32
Classroom Equipment	4,008	1,955	489	49	-	-	6,500	6,500	-	33
Nurse Supplies	3,083	1,504	376	38	-	-	5,000	12,332	(7,332)	34
Transportation Rentals							-	7,200	(7,200)	35
Maintenance										36
Building Maintenance	24,930	24,930	1,591	1,591			53,042	41,953	11,089	37
General Maintenance										*37a*
Fire Security Alarm - annual										*37b*
Fire Security Alarm maintenance										*37c*
Janitorial Services										*37d*
Rubbish										*37e*
Building Maintenance Supplies	10,489	5,116	1,279	128			17,012	17,884	(872)	38
Fixed Charges										39
Technology - hardware							-			40
Technology - curriculum software	25,673	12,523	3,131	313	-		41,640	37,321	4,319	41
Technology - Utility	35,135	17,139	4,285	428			56,987	64,305	(7,318)	42
Equipment Lease	6,643	3,240	810	81	-	-	10,774	10,774	-	43
Rental - Copier lease										*43a*
Rental - Postage machine										*43b*
Building Rent	244,462	225,616	10,293	2,573			482,944	470,621	12,323	44
Supplementary										45
Music Therapy	-	-		-		-	-	26,500	(26,500)	46
Therapy Supplies	3,522	1,718	430	43	-	-	5,713	5,425	288	47
Transportation	14,742	7,371	14,742	-	-	-	36,856	34,487	2,369	48
Lease Expense	*10,598*	*5,299*	*10,598*	-	-	-				*48a*
Inspections/Registrations	*1,680*	*840*	*1,680*	-						
Repairs	*1,260*	*630*	*1,260*	-	-	-				*48b*
Fuel	*384*	*192*	*384*	-						
7D	*600*	*300*	*600*	-						
Supplies	*220*	*110*	*220*	-	-	-				*48c*
Travel	208	312	-	-	9,672	-	10,193	13,365	(3,172)	49
Admin Travel										*49a*
Instructional Travel										*49b*
Therapy Travel										*49c*
Contingency	30,827	15,038	3,759	376	-	-	50,000	50,000	-	50
SUB TOTAL EXPENSES	**550,419**	**388,271**	**62,895**	**7,396**	**11,521**	**6,881**	**1,084,371**	**1,073,381**	**3,553**	51
PROFIT (LOSS)	**542,577**	**(531,332)**	**133,937**	**(29,321)**	**(72,370)**	**988**	**(65,892)**	**(99,754)**	**(44,350)**	52

BUDGET COMPARISON FY2026 VS FY2025				
	FY2026	FY2025	Delta $	Delta %
Total	9,267,657	8,856,038	411,618	4.65%
Operational	8,221,885	7,506,511	715,374	9.53%
Supplement	1,045,772	1,349,528	(303,756)	-22.51%

PROPOSED ENROLLMENT AND TUITION BY DISTRICT
FY 2026 BUDGET PROPOSAL

Total Tuition Includes Summer if Applicable

	GCDP		Grow		Grow Elementary		RISE		1%	TOTAL	Percent of	Proposed Rate at 1%	FY 2025	FY2026 VS	Monthly Cost
	Tuition $	FTE	Tuition $	FTE	Tuition $	FTE	Tuition $	FTE	TUITION	FTE	Total Tuition	TOTAL TUITION	Total Tuition	FY2025	Increase
MEMBER DISTRICTS														-	
Auburn	-	-	169,653	3.00	54,049	1.00	-	-	223,701	4.00	**2.75%**	223,701	221,489	2,213	221
Brimfield	-	-	115,604	2.00					115,604	2.00	**1.42%**	115,604	114,461	1,143	114
Brookfield	-		61,555	1.00	54,049	1.00			115,604	2.00	**1.42%**	115,604	114,461	1,143	114
Dudley/Charlton	-		187,669	3.00	54,049	1.00			241,717	4.00	**2.98%**	241,717	239,327	2,391	239
Grafton	-		177,159	3.00	-	-			177,159	3.00	**2.18%**	177,159	175,407	1,752	175
Holland									-	-	**0.00%**	-	-	-	-
Leicester	-		471,424	8.00	54,049	1.00			525,473	9.00	**6.47%**	525,473	520,275	5,198	520
Millbury	65,674	1.00	54,049	1.00	123,111	2.00			242,833	4.00	**2.99%**	242,833	240,431	2,402	240
North Brookfield	65,674	1.00	-		123,111	2.00			188,785	3.00	**2.32%**	188,785	186,917	1,868	187
Northbridge			232,709	4.00	61,555	1.00			294,265	5.00	**3.62%**	294,265	291,354	2,911	291
Oxford			54,049	1.00	177,159	3.00			231,208	4.00	**2.85%**	231,208	228,921	2,287	229
Quaboag									-	-	**0.00%**	-	-	-	-
Southbridge	-	-	354,319	6.00	639,575	11.00			993,894	17.00	**12.23%**	993,894	984,063	9,831	983
Spencer-E Brookfield			788,209	14.00	115,604	2.00			903,813	16.00	**11.12%**	903,813	894,873	8,940	894
Sturbridge	-	-	115,604	2.00	184,666	3.00			300,270	5.00	**3.70%**	300,270	297,300	2,970	297
Sutton			124,612	2.00	54,049	1.00			178,661	3.00	**2.20%**	178,661	176,894	1,767	177
Unclassified	411,663	7.00	270,243	5.00	54,049	1.00	54,049	1.00	790,003	14.00	**9.72%**	790,003	782,187	7,816	782
Uxbridge	-		115,604	2.00	61,555	1.00			177,159	3.00	**2.18%**	177,159	175,407	1,752	175
Wales									-	-	**0.00%**	-	-	-	-
Webster	-		471,424	8.00	231,208	4.00			702,632	12.00	**8.65%**	702,632	695,682	6,950	695
TOTAL MEMBER DISTRICTS	**543,010**	**9.00**	**3,763,884**	**65.00**	**2,041,836**	**35.00**	**54,049**	**1.00**	**6,402,779**	**110.00**	**78.81%**	**6,402,779**	**6,339,447**	**63,333**	**6,333**

	GCDP		Grow		Grow Elementary		RISE		2%	TOTAL	Percent of	Proposed Rates at 2%	FY 2025	FY2026 VS	Monthly Cost
	Tuition $	FTE	Tuition $	FTE	Tuition $	FTE	Tuition $	FTE	TOTAL	FTE	Total Tuition	TOTAL TUITION	Total Tuition	FY2025	Increase
NON-MEMBER DISTRICTS															
Berlin	-	-	70,405	1.00	-	-			70,405	1.00	**0.87%**	70,405	69,025	1,381	138
Boston	-	-	-	-	80,184	1.00			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Douglas	-	-	80,184	1.00	-	-			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Ludlow	-	-	82,139	1.00	-	-			82,139	1.00	**1.01%**	82,139	80,529	1,611	161
Lynn	-	-	-		70,405	1.00			70,405	1.00	**0.87%**	70,405	69,025	1,381	138
Milford	-	-	70,405	1.00	-	-			70,405	1.00	**0.87%**	70,405	69,025	1,381	138
Monson	-	-	301,178	4.00	70,405	1.00			371,583	5.00	**4.57%**	371,583	364,297	7,286	729
Palmer	-	-	80,184	1.00	-	-			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Pioneer Valley	-		70,405	1.00					70,405	1.00	**0.87%**	70,405	69,025	1,381	138
Shrewsbury	-	-	-	-	80,184	1.00			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Southbborough			80,184	1.00	-	-			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Thompson	72,940	1.00	211,216	3.00	70,405	1.00			354,560	5.00	**4.36%**	354,560	348,316	6,244	624
Wachusett	-	-	70,405	1.00	-	-			70,405	1.00	**0.87%**	70,405	69,025	1,381	138
Woodstock	-	-	80,184	1.00	-	-			80,184	1.00	**0.99%**	80,184	78,611	1,572	157
Worcester	-	-	80,184	1.00					80,184	1.00	**0.99%**	80,184	78,611	1,572	157
TOTAL NON-MEMBER DISTRICTS	**72,940**	**1**	**1,277,072**	**17**	**371,583**	**5**	**0**	**0**	**1,721,595**	**23**	**21.19%**	**1,721,595**	**1,688,544**	**25,573**	**2,557**
GRAND TOTAL	**615,950**	**10**	**5,040,957**	**82**	**2,413,419**	**40**	**54,049**	**1**	**8,124,374**	**133**	**100%**	**8,124,374**	**8,027,990**	**88,905**	**8,891**

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

GBA - EQUAL EMPLOYMENT OPPORTUNITY (NEW)

The School Committee subscribes to the principle of the dignity of all people and of their labors. Any individual who is responsible for hiring and/or personnel supervision must understand that applicants are employed, assigned, and promoted without regard to their race*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law.

Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit, and ability.

*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REF.: M.G.L. 151B:4;

603 CMR 26:00

Acts of 2022, Chapter 117 - https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117

CROSS REF.: AC, Nondiscrimination

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

IJ - INSTRUCTIONAL MATERIALS (NEW)

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school district. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.

2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.

3. They must help students develop abilities in critical reading and thinking.

4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.

5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual orientation.

6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REFS.: M.G.L. 30B:7; 71:48; 71:49; 71:50

BESE regulations 603 CMR 26.00

CROSS REF.: KE, Public Complaints

IGA/IGD, Curriculum Development and Adoption

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY - ACAB

Sexual & Sex-Based Harassment and Retaliation

The Dudley-Charlton RSD School Committee and Dudley-Charlton Public Schools are committed to maintaining an education and work environment for all school community members. that is free from all forms of harassment, including sexual and sex-based harassment as provided under MA and Federal law. The members of the school community include the School Committee, employees, administration, faculty, staff, students, volunteers in the schools, and parties contracted to perform work for the Dudley-Charlton Public Schools.

Because the District takes allegations of harassment, including sexual harassment, seriously the District shall respond promptly and meaningfully to every known report of sexual harassment and shall investigate every formal complaint of harassment including sexual and sex-based harassment as well as retaliation and following an investigation where it is determined that such inappropriate conduct has occurred, the District shall act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

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

Definitions of Sexual Harassment

TITLE IX

Sex-based harassment prohibited by Title IX is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including as described in § 106.10 of Title IX, that is:

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District´s education program or activity explicitly or Impliedly conditioning the provision of such an aid, benefit, or service on a person´s participation in unwelcome sexual conduct;

(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person´s ability to participate in or benefit from the District´s education program or activity (i.e., creates a hostile environment).

(3) Specific offenses. (i) Sexual assault (ii) Dating violence; (iii) Domestic violence; (iv) Stalking

TITLE VII

Title VII of the Civil Rights Act of 1964 prohibits sexual harassment which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. A hostile environment on the basis of sex is created when the conduct is sufficiently severe or pervasive to alter the conditions of employment.

M.G.L. c. 151B

M.G.L. c. 151B, § 1 - the term "sexual harassment" is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

M.G.L. c. 151C

M.G.L. c. 151C, § 2 (g) prohibits the sexual harassment of students in any program or course of study in any educational institution and M.G.L. c. 151C, § 1 (e) defines "sexual harassment" as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a)) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual´s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

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

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

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

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities; and
- Sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion as well as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent)

Massachusetts General Laws Ch. 119, Section 51 A , requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

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

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

Allegations of conduct that meet the definition of sexual discrimination, including sex-based harassment under Title IX will be addressed through the Title IX Sexual Discrimination Grievance Procedure. Allegations of conduct that meet the definition of sexual discrimination, including sex-based harassment under Title IX, and simultaneously meet the definitions of sexual harassment under Title VII of the Civil Rights Act of 1964 (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will also be addressed through the Title IX Sexual Discrimination Grievance Procedure.

The District´s Title IX Grievance Procedure is available at: [Title IX Grievance Procedure].

Allegations of conduct that do not meet the definition of sexual discrimination, including sex-based harassment under Title IX, but could, if proven, meet the definition(s) of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will be addressed through the District´s Civil Rights Grievance Procedure. (See exception under Section II, Part 4, Step 4 below).

The definitions of sexual harassment under Title VII, M.G.L. c. 151B, and M.G.L. c. 151C are set out in the Civil Rights Grievance Procedure.

The District´s Civil Rights Grievance Procedure is available at: [Civil Rights Grievance Procedure].

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

List the name and phone number of the District's Title IX Coordinator

● *The Dudley-Charlton Regional School District Title IX Coordinator is (Kelly True at 508.943.6888 x 282 and ktrue@dcrsd.org)***School specific complaints will be received by:**
(Items in () are not approved by School Committee for Policy ACBB)

● **Mason Road School** – *(Principal Jennifer Desto 508.943.4312 x 611 and jdesto@dcrsd.org)*

● **Charlton Elementary School** – *(Principal Laura Ramos 508.248.7774 x 251 and lramos@dcrsd.org)*

● **Heritage Elementary School** – *(Principal Peter Olson 508.248.4884 x302 and polson@dcrsd.org)*

● **Dudley Elementary School** – *(Principal Chris Audette 508.943.3351 x610 and caudette@dcrsd.org)*

● **Dudley Middle School** – *(Principal Gregg Desto 508.943.2224 x1101 and gdesto@dcrsd.org)*

● **Charlton Middle School** – *(Principal Stacy Monette 508.248.1423 x1102 and smonette@dcrsd.org)*

● **Shepherd Hill Regional High School** – *(Principal Darren Elwell 508.943.6700 x160 and delwell@dcrsd.org)*

The Complainant may also file a complaint with:

The Mass. Commission Against Discrimination
1 Ashburton Place, Room 601
Boston, MA 02108
Phone: *617-994-6000*

Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor

Boston, MA 02109
Phone: *617-289-0111*

The United States Equal Employment Opportunity Commission
John F. Kennedy Bldg
475 Government Center
Boston, MA 02203

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

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

CROSS REF.: ACGA, Civil Rights Grievance Procedure
ACGB, Title IX Sexual Discrimination Grievance Procedure
Federal Clery Act

Original Adopted Date:
December 11, 1996

Amendment Dates:
March 27, 2002
October 25, 2006
December 12, 2012
April 10, 2019
October 27, 2021
November 15, 2023

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

JICFB - BULLYING PREVENTION (updated from A)

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,

- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR 26:00

M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: AC, Nondiscrimination

ACAB, Sexual Harassment

JIC, Student Discipline

JICFA, Prohibition of Hazing

Dudley-Charlton Regional School District

IKF – GRADUATION REQUIREMENTS

To graduate from the Dudley-Charlton Regional School District, students must fulfill the credit requirements specified in the Shepherd Hill Regional High School Program of Studies and comply with all state accountability standards.

Competency Determination and Course Requirements

Graduation from Shepherd Hill Regional High School requires students to demonstrate competency in the core subjects of mathematics, science and technology, history and social science, English, foreign languages, and the arts. Students must also complete the minimum coursework outlined by the MassCore framework, which is designed to align high school studies with college and workforce expectations.

The specific credit requirements and course offerings will be detailed in the Shepherd Hill Regional High School Program of Studies, which shall be presented annually to the School Committee for approval.

Elective Credits and Additional Requirements

In addition to meeting the competency determination in core subjects, students must earn the required number of credits as specified in the Program of Studies. School administration may establish additional requirements related to specific programs, and students are encouraged to select electives that align with their individual interests and post-secondary goals.

Transfer Students

The ability of transfer students to complete specific departmental requirements may be influenced by the curriculum of their previous school and the timing of their enrollment at Shepherd Hill Regional High School. Exceptions to graduation requirements will be considered on an individual basis by a committee consisting of the Principal, a member of the Guidance Department, and the relevant Department Coordinator.

LEGAL REFS.: M.G.L. 69:1D

Dudley-Charlton Regional School District

Distributed 03.05.2025

File: JRA - STUDENT RECORDS (NEW)

To provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student´s parent/guardian and/or the student in accordance with law, and yet be guarded as confidential information.

Student health records are part of a student's temporary record and as such are protected from disclosure to third parties without the written consent of the eligible student or parent/guardian. These records are accessible to the eligible student, the student's parent/guardian authorized school personnel.

Under G. L. c.111, s.70F, a health care provider cannot disclose information about an individual's AIDS/HIV status without specific, informed, written consent of the individual. Therefore, it is recommended that school nurses keep this information in a separate confidential part of the health record, as personal nursing notes. Under 603 CMR 23.04, information that is maintained in the personal files of a school employee is not part of the student record if it is not accessible to or revealed (written or orally) to authorized school personnel or third parties. The information may be shared with the student and with a substitute or replacement nurse without becoming a part of the student's temporary record.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student´s transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. 66:10; 71:34A, B, D, E, H

603 CMR 23.00

M.G. L. c.111, s.70F

603 CMR 23.04

Dudley-Charlton Regional School District

Distributed 03.05.2025

File: JRA-R - STUDENT RECORDS (NEW)

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L. c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L. c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to ensure parent/guardian and students´ rights of confidentiality, inspection, amendment, and destruction of students´ records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

1. These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student´s parent/guardian.

2. If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent/guardian, or either one acting alone, shall exercise these rights.

3. If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent/guardian may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent/guardian, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.7l, s.34E, the parent/guardian of a student may inspect the student record regardless of the student´s age.

4. Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

1. School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.

2. Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.

3. The evaluation team that evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L. c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student´s father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non-custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person´s employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student´s name or in a way that such student may be individually identified, and that is

kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent/guardian, or authorized school personnel.

Log of Access: A log shall be kept as part of each student´s record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

a. Authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;

b. Administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and

c. School nurses who inspect the student health record.

Access of Third Parties. Except for the provisions of 603 CMR 23 .07(4)(a) through 23 .07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent/guardian shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for the information described in 603 CMR 23 .07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

a. A school may release the following directory information: a student´s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23 .07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c.71, s.34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

a. A non-custodial parent is eligible to obtain access to the student record unless:

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or

2. The parent has been denied visitation or has been ordered to supervised visitation, or

3. The parent´s access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

b. In order to obtain access, the non-custodial parent must submit a written request for the student record to the high school principal annually. The initial request must include the following:

1. A certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07(5)(a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and

2. An affidavit from the non-custodial parent that said court order or judgment remain in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent´s custody.

c. The non-custodial parent must submit a written request for access each year stating that said parent continues to be entitled to unsupervised visitation with the student and is eligible to obtain access as set forth in 603 CMR 23 .07(5)(a).

d. Upon receipt of the request (initial and annual) the school must immediately notify the custodial parent by certified and first class mail, in English• and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23 .07(5)(a).

e. The school must delete the address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

f. Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c.71, s.34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

a. The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

b. The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,

P.L. 93-380, Amended

P.L. 103-382, 1994

M.G.L. 66:10 71:34 A, B, D, E, H

Board of Education Student Record Regulations adopted 2/10/75, as amended June 2002

603 CMR: Dept. Of Education 23.00 through 23:12

Mass Dept. Of Education publication Student Records: Questions. Answers and Guidelines, Sept. 1995