

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Meeting of the Dudley-Charlton Regional School Committee

Thursday, July 10, 2025 at 6:00 PM

Charlton Middle School

2 Oxford Road

Charlton, MA 01507

Minutes

I. Call Meeting to Order

The meeting was called to order at 6:05 pm

In attendance:

Kelly Szela, Chair

Jeanne Costello, Vice-Chair

Jaime Dell'Ovo

Anthony Aube

Caitlynn Panczyk

Maureen Chickering

Cathleen Carmignani - Arrived at 6:12

II. Pledge of Allegiance

III. Moment of Silence

IV. School Committee Reorganization/Assignments

- A motion by K. Szela to nominate C Panczyk for chair was seconded by J Dell'Ovo – C Panczyk accepted the nomination.
- A motion by M. Chickering to nominate J Costello for chair was seconded by A Aube – J. Costello accepted the nomination.

A vote was taken for C Panczyk to become Chair for the 2025-2026 school year

K. Szela - Yes

J. Costello - No

J. Dell'Ovo - Yes

M. Chickering - No

C. Panczyk - Yes

A. Aube - No

C. Carmignani - No

The motion failed, C. Panczyk is not the next chair

A vote was taken for J. Costello for Chair for the 2025-2026 school year

M. Chickering - Yes

K. Szela - No

A Aube - Yes

J. Dell'Ovo - No

J. Costello - Yes

C. Panczyk - No

C. Carmignani - Yes

The motion passes, J. Costello is the next chair

- A motion by A Aube to nominate C Carmignani for vice-chair was seconded by M. Chickering
C. Carmignani accepted the nomination.

A vote was taken for C. Carmignani to become Vice-Chair for the 2025-2026 school year

M. Chickering - Yes

J. Dell'Ovo - No

J. Costello - Yes

K. Szela - No

A Aube - Yes

C. Panczyk - No

C. Carmignani - Yes

The motion passed, C. Carmignani is the next vice-chair

- A motion by J. Dell'Ovo to nominate K. Szela for vice-chair was seconded by C. Panczyk – K. Szela accepted the nomination.

- A motion by A Aube, seconded by C. Panczyk to nominate C. Lamica for Treasurer was passed unanimously.

M. Chickering - Yes	J. Dell'Ovo - Yes
J. Costello - Yes	K. Szela- Yes
A Aube - Yes	C. Panczyk - Yes
C. Carmignani - Yes	
- A motion by A Aube, seconded by C. Carmignani to nominate S. Lamarche for Assistant Treasurer was passed unanimously.

M. Chickering - Yes	J. Dell'Ovo - Yes
J. Costello - Yes	K. Szela- Yes
A Aube - Yes	C. Panczyk - Yes
C. Carmignani - Yes	
- A motion by A Aube, seconded by J. Dell'Ovo to nominate C. Andrade and A. Clarke for Secretary was passed unanimously.

M. Chickering - Yes	J. Dell'Ovo - Yes
J. Costello - Yes	K. Szela- Yes
A Aube - Yes	C. Panczyk - Yes
C. Carmignani - Yes	
- A motion by M. Chickering, seconded by A. Aube to nominate S. Lamarche for SWCEC Representative was passed unanimously.

M. Chickering - Yes	J. Dell'Ovo - Yes
J. Costello - Yes	K. Szela- Yes
A Aube - Yes	C. Panczyk - Yes
C. Carmignani - Yes	
- J. Costello, M. Chickering and J. Dell'Ovo were appointed as the Policy Sub-Committee members.

V. Consent Agenda Items

- Approval of the Warrant
- Approval of Minutes Regular Meeting – June 11, 2025
- Approval of Out of State Field Trip (Policy IJOA) – #168, N. Warwick, RI – CMS
- Approval of Out of State Field Trip (Policy IJOA) - #153, Rutherford, NJ - SHRHS

A motion by A. Aube, seconded by J. Costello to approve consent agenda items was approved unanimously.

K. Szela - Yes	J. Costello - Yes
M. Chickering - Yes	J. Dell'Ovo - Yes
C. Panczyk - Yes	A. Aube - Yes

VI. Communications

There was no Communications

VII. Public Comment

There was no Public Comment

VIII.. New Business

- Discussion – Letter from the Charlton Select Board

Superintendent Lamarche read a statement he prepared as a response to the letter from the Charlton Select Board.

A motion by C. Panczyk, seconded by C. Carmignani to send a public statement condemning antisemitism at DCRSD was opposed unanimously.

Kelly Szela - No
Jaime Dell'Ovo - No
Caitlynn Panczyk - No
Cathleen Carmignani - No

Jeanne Costello - No
Anthony Aube - No
Maureen Chickering - No

C Panczyk stated she understands Selectman Singer has a concern but she doesn't have all of the information. It's not clear to her what happened or what his concern stems from.

A Aube stated that these are unfounded allegations and he has no doubt that the Principals and Leaders at DCRSD has the best interest of the students.

M. Chickering believes that we are owed an apology as well as the schools for saying things without any Evidence. She doesn't believe we should respond.

C. Carmignani believes a member of the School Board should go to the next Selectman meeting to state to them that we do not feel that we need to make a public statement since it's in our policies and procedures. J. Costello stated that she was at a Selectman meeting and explained that to them.

B. Acceptance of Athletic Department Donations (Policy KCD) – Athletic Director O'Donnell

Chris O'Donnell requested acceptance of funds to benefit the girls lacrosse and boys baseball at SHRHS. These funds were raised by the teams taking part in SNAP fundraising. Chris O'Donnell answered all questions asked by the School Committee members.

K. Szela entertained a motion to approve the donations for girl's lacrosse in the amount of \$4183.93 and Boy's baseball in the amount of \$4791.30.

A motion by A. Aube, seconded by J. Costello to approve the donations was approved unanimously.

K. Szela - Yes
M. Chickering - Yes
C. Panczyk - Yes
C. Carmignani - Yes

J. Costello - Yes
J. Dell'Ovo - Yes
A. Aube - Yes

C. Update Policy Subcommittee – Policies for Distribution - Steven Lamarche

a. JJE – Student Fundraising (new)

This is a new policy to replace policy KHB.

- C. Carmignani asked how this relates to our PTO's and parent organizations. Superintendent Lamarche stated PTOs are their own entity and the approvals for their fundraisers go through the Superintendent. This policy is for fundraising internally through our school system.
- A Aube thinks there needs to be a clarifying exclusion so that it is clear this policy is school based.
- K. Szela asked if a teacher is doing their own fundraiser or an Amazon Wishlist, is that something that would fall under this policy? Superintendent Lamarche answered by saying yes, that would be approved by their principal.

- b. KHA - Public Solicitation in Schools (new)
 - J. Dell'Ovo asked what commercial activity would be. Superintendent Lamarche explained that a large company can only hand things out with permission.
- c. KF- Facilities Use (update)
 - A Aube asked how the exempt groups (on page 1) came to be. Director DeSantis explained that they are preexisting groups defined by municipal functions.
- d. JF – School Admission Residency (update)
 - C. Carmignani asked about A2-Extraordinary circumstances and if it should state they can stay to finish the school year. Superintendent Lamarche stated that it is covered under the Superintendent's discretion.
- e. JFABB – Admission of Foreign Exchange Students (new)

Chair J. Costello announced a 3 minute recess from 7:28pm to 7:33 pm

IX. School Committee Workshop

MASC representative Tracy Novac went through a presentation about the Superintendents Evaluation and goals.

X. Adjourn

A motion by M. Chickering , seconded by A. Aube to adjourn the meeting at 8:24 pm was passed unanimously.

K. Szela - Yes
J. Dell'Ovo - Yes
C. Panczyk - Yes
M. Chickering

C. Carmignani - Yes
A. Aube - Yes
J. Costello

The items listed, which may be discussed at the meeting, are those reasonably anticipated by the chair. Not all items listed may, in-fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law. The School Committee may vote on all items listed on this agenda.

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

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, August 20, 2025 – SHRHS

Budget and Finance Subcommittee: TBD - Video Conference

Policy Review Subcommittee: Wednesday July 23, 2025, 10:00 AM District Office

Curriculum Subcommittee for Teaching and Learning: TBD - Video Conference

Capital Outlay/Safety Subcommittee: TBD - Video Conference

Future Agenda Items: FY2024 Audit (August), Student Handbooks Update (August), Staff Resource Handbook updates (August), Superintendent's Goals (September)

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V. Communications

XI. Public Comment

X. New Business

- A. Discussion – Letter from the Charlton Select Board
- B. Acceptance of Athletic Department Donations (Policy KCD) – Athletic Director O'Donnell
- C. Update Policy Subcommittee – Policies for Distribution - Steven Lamarche
 - a. JJE – Student Fundraising (new)
 - b. KHA – Public Solicitation in Schools (new)
 - c. KF- Facilities Use (update)
 - d. JF – School Admission Residency (update)
 - e. JFABB – Admission of Foreign Exchange Students (new)

XI. Adjourn

XII. School Committee Workshop

- A. School Committee 2024-2025 Goals
- B. School Committee 2025-2026 Goals

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District Office, DCRSD <districtoffice@dcrsd.org>

Request #168 Complete

1 message

Form Approvals <districtoffice@dcrsd.org>Fri, Jun 13, 2025 at 12:31 PM

Reply-To: mwinslow@dcrsd.org

To: districtoffice@dcrsd.org

REQUEST #168 | JUN 13, 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 pkasierski@dcrsd.org
- Approved by smonette@dcrsd.org
- Approved by ktrue@dcrsd.org
- Copy Sent to districtoffice@dcrsd.org
- Copy Sent to gduval@dcrsd.org
- Copy Sent to pkasierski@dcrsd.org

Principal/School:	smonette@dcrsd.org
Email Address:	mwinslow@dcrsd.org
Field Trip/Event Title:	Little Rhody Rumble
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 13, 2026
Departure Time:	2:30 PM

Return Time:	10:30 PM
Address/Destination of Field Trip/Event Must include street address, city/town and state:	Bishop Hendricken High School, 2615 Warwick Ave, Warwick, RI 02889
Grade/Group:	Mirage
Location Contact/Telephone Number:	Richard Silvia/(401) 739-3450
Number of Students:	50
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.:	5
List the Names of the Chaperones/Adults:	Heather Dekarski, Dee Larsen, Heather Gelardi, Kim Makara, Jessica Hosegood
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:	2000
Per Student Cost:	40
Funding Source:	Student Activities Account
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?:	Students will perform in adjudicated performance, where they will receive feedback on their performance. Students will use this feedback to improve upon their performance.

Additional Funding Source or N/A:	N/A
In accordance with School Committee Policy IJOA, what are your student follow-up activities or lessons?:	Follow up activities will be incorporating new elements and refining elements based on the judge's feedback.
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:	0
Administrative Assistant/School:	pkasierski@dcrsd.org

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is districtoffice@dcrsd.org

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:

Marching Band Nationals

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.:

Nov 07, 2025

Departure Time:

3:00 PM

Return Time:

3:00 AM

Address/Destination of Field Trip/Event Must include street address, city/town and state:

Met Life Stadium, East
Rutherford, NJ

Grade/Group:

Marching Band

Location Contact/Telephone Number:	(925) 689-2918 / David Marshall
Number of Students:	40
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.:	4
List the Names of the Chaperones/Adults:	Thomas Wilson - rest TBD
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:	\$5,800
Per Student Cost:	\$150
Funding Source:	SHRHS Music Parents Association
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?:	Final competition of the season
Additional Funding Source or N/A:	Student Activities Account

In accordance with School Committee Policy IJOA, More practice!
what are your student follow-up activities or
lessons?:

Are substitute(s) required in School for the School No
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:

Administrative Assistant/School:

cchampagne2@dcrsd.org

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are
receiving this email because you are a workflow participant of this request. Your form administrator
is districtoffice@dcrsd.org



Karen Spiewak, Chairman
Stephen Koronis, Vice-Chairman
Basia Zurawski, Clerk
Peter Lancette, Member
David Singer, Member

Town of Charlton

OFFICE OF THE
SELECT BOARD

37 Main Street
Charlton, MA 01507
www.townofcharlton.net
Phone: (508) 248-2206

June 17, 2025

Dudley Charlton Regional School Committee
Attn: Superintendent Stephen Lamarche
68 Dudley-Oxford Road
Dudley, MA 01571

Re: Request for Public Statement Condemning Antisemitism

Dear Superintendent Lamarche & Members of the Dudley Charlton School Committee,

At the Select Board Meetings on March 25th, April 8th and May 27th Selectman Singer expressed his concerns regarding recent social media posts and member resources provided by the Massachusetts Teachers Association which promoted materials concerning the Israel-Hamas Conflict. The specific concern of Selectman Singer was that the materials being promoted by the MTA reflected an antisemitic position as it relates to this Conflict.

In respect for Selectman Singer's comments the Select Board asks that the Superintendent and School Committee take a public stance against antisemitism, bigotry and racism by stating publicly that such will not be taught or tolerated in any way, shape or form within the Dudley Charlton Regional School District.

In late February, the Massachusetts Teacher's Association released a statement saying that it would remove objectionable materials included in an online educational resource, following concerns over antisemitism raised at a February 10th legislative hearing of a Special Commission on Combatting Antisemitism.

As the Dudley-Charlton Regional District Teachers Union is a member of this broad's association of teacher unions, we recognize that that the members of the teaching community may have used or distributed these materials within the classroom, and through social media which do not align with the core values and beliefs of the community regarding antisemitism, bigotry and racism.

Lack of a response to condemn these messages has led to an escalation in hateful acts in the community.

In response to the actions to condemn these depictions, we ask that the Superintendent and School Committee prepare and release a public statement condemning the distribution of these materials, refusing to utilize the materials provided by the Massachusetts Teacher's Association related to the Middle East Conflict and reiterate that the Dudley-Charlton School District is no place for hate.

We thank you for considering taking strong and decisive actions in response to this situation.

Sincerely,

Karen Spiewak

Karen Spiewak, Chair

Stephen Koronis

Stephen Koronis, Vice Chair

Basia

Basia Zurowski, Clerk

Peter Lancette

Peter Lancette, Member

David Singer

David Singer, Member

Statement Condemning Antisemitism in Schools

Final Audit Report

2025-06-20

Created:	2025-06-17
By:	Andrew Golas (Andrew.Golas@townofcharlton.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPX2tCD6QPOpGCYUR5nhF5h_Hy-ROC_K1

"Statement Condemning Antisemitism in Schools" History

-  Document created by Andrew Golas (Andrew.Golas@townofcharlton.net)
2025-06-17 - 2:53:38 PM GMT
-  Document emailed to Karen Spiewak (karen.spiewak@townofcharlton.net) for signature
2025-06-17 - 2:53:43 PM GMT
-  Document emailed to Stephen Koronis (stephen.koronis@townofcharlton.net) for signature
2025-06-17 - 2:53:43 PM GMT
-  Document emailed to Basia Zurawski (barbara.zurawski@townofcharlton.net) for signature
2025-06-17 - 2:53:43 PM GMT
-  Document emailed to Peter Lancette (peter.lancette@townofcharlton.net) for signature
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-  Document emailed to David Singer (david.singer@townofcharlton.net) for signature
2025-06-17 - 2:53:44 PM GMT
-  Email viewed by David Singer (david.singer@townofcharlton.net)
2025-06-17 - 3:09:45 PM GMT
-  Document e-signed by David Singer (david.singer@townofcharlton.net)
Signature Date: 2025-06-17 - 3:10:10 PM GMT - Time Source: server
-  Email viewed by Stephen Koronis (stephen.koronis@townofcharlton.net)
2025-06-17 - 3:17:22 PM GMT
-  Document e-signed by Stephen Koronis (stephen.koronis@townofcharlton.net)
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-  Email viewed by Peter Lancette (peter.lancette@townofcharlton.net)
2025-06-17 - 6:18:24 PM GMT

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Signature Date: 2025-06-17 - 6:18:50 PM GMT - Time Source: server

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2025-06-17 - 8:30:05 PM GMT

 Document e-signed by Karen Spiewak (karen.spiewak@townofcharlton.net)
Signature Date: 2025-06-17 - 8:31:32 PM GMT - Time Source: server

 Email viewed by Basia Zurawski (barbara.zurawski@townofcharlton.net)
2025-06-20 - 6:21:58 PM GMT

 Document e-signed by Basia Zurawski (barbara.zurawski@townofcharlton.net)
Signature Date: 2025-06-20 - 6:22:35 PM GMT - Time Source: server

 Agreement completed.
2025-06-20 - 6:22:35 PM GMT

Memo

To: Dudley-Charlton Regional School Committee

From: Mr. O'Donnell, Athletic Director

cc: Mr. Lamarche, Mr. Elwell, Mr. DeSantis

Date: July 10, 2025

Re: Donations (Policy KCD)

I am respectfully requesting acceptance of funds raised to benefit the girls lacrosse and baseball teams. The funds raised are supplemental, and do not supplant our operating budget and basic responsibilities. The teams took part in SNAP Raise fundraising. This is a platform that the Class of 2025 successfully used. The contributions came from family members, parents, relatives, friends, etc.. Families can choose to donate through the app online in any amount.

The goal behind these fundraising efforts was to cover the cost of specialty items in order to help strengthen and expand the programs beyond their current rosters. Both teams had successful years, winning Mid-Wach titles. The future is bright for both groups. Below are the items that the money is intended for.

Girls Lacrosse Specialty Items (\$4,183.93)

- Team sweatshirts for winning Mid-Wach League
- Practice items: goal targets, box goals, stand-up goalie foam, collapsible defenders
- Team camera

Baseball Specialty Items (\$4,791.30)

- Weighted mound tarp and home plate for weather protection
- Base plugs to keep bases secure
- Stone dust for infield, lines, and home plate

Thank you for your consideration of these generous donations.

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

STUDENT FUNDRAISING

(NEW) JJE

The Massachusetts Department of Elementary and Secondary Education allows student activity organizations to conduct fundraising activities in accordance with School Committee policies and for the benefit of students to supplement student activities. DCRSD allows for 3 categories of fundraising, School Based, Student Activity Based, and Charitable Organization Based. School Based and Student Activity Based will benefit DCRSD directly, while Charitable Organization Based will impact an outside entity. Students may raise funds for Charitable Organization Based purposes if approved in advance by each building Principal.

While sound fiscal policy and planning is at the heart of public-school funding, DCRSD recognizes that situations may arise where local, state and federal funding may not be adequate or appropriate. Policy must be established to minimize any risks involved with such endeavors, and to ensure that funding raised impacts the appropriated purpose. DCRSD fundraising protocols cover a variety of situations. However, the district recognizes that any policy statement will not be comprehensive and cover every possible situation. Therefore, the district expects there will be occasions where specific situations will arise that may warrant individual attention and secondary approval from the Superintendent or designee. In addition, the School Committee may amend the Fundraising Policy as needed and at the School Committees discretion.

Guidelines to attain approval and operate are detailed below: Please note DCRSD does not support door to door fundraising. Prioritization for approved fundraising activities will be given to school-based and student activity-based activities primarily, with charitable organization activity to be approved subsequently.

1. All fundraising events must be supervised by a DCRSD staff member
2. All fundraising events must be accompanied by a [Fundraising Request Form](#)
3. Any monies collected must be brought to the Finance Office by the following week and by an authorized staff member using a Revenue Report Form
4. If school property utilization is needed, please request approval via ML Schedules system. Approval to be processed within 7 business days. Please refer to the district policy, Use of School Facilities, for further information related to school property utilization.
5. If items are being sold, obtain a quote from the vendor, but the order must be processed by a purchase order BEFORE any costs are incurred. New vendors will be vetted in accordance with DCRSD guidelines. The total cost of the item must be collected in advance. Please maintain a spreadsheet of who paid and submit with the deposit. Keep a copy for distribution.
6. Timing: fund-raising activities should be scheduled so that activities are not held too close together. The activity should not be extended over a long period of time.
7. Age and grade level of the students: Elementary pupils should not be involved in fund-raising activities in the community.

Adopted: July 10, 2025

CROSS REFS: [KF](#), Use of School Facilities

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

PUBLIC SOLICITATIONS IN THE SCHOOLS

(NEW) **KHA**

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school district should provide students, parents/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent or designee may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school district employees will be considered "school groups" and will be managed by building principals regarding staff solicitations.

Adopted: July 10, 2025

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [44:53A](#)

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

USE OF SCHOOL FACILITIES

(Update) **KF**

The Dudley-Charlton Regional School Committee encourages the use of school facilities for non-profit educational, charitable, recreational and civic purposes by recognized responsible organizations insofar as it is practical to do so without interference with school activities. There will be no charge for town use for the following activities: Elections, Party Caucuses, Town Meetings, Police Exams, Board of Health Clinics and Old Home Day.

Use of school buildings and other facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

No group shall be permitted to use school facilities where such use interferes with regular school activities or may cause excessive depreciation or damage to school property.

Permission for the use of facilities must be obtained through the office of the Superintendent or designee, **via the current designated automated approval mechanism ([ML Schedules](#)),** where applications are available and reviewed for this purpose.

In considering requests for the use of school facilities, the Superintendent or designee will only take requests for the type of activities for which the facility is intended.

Eligibility:

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Activities of the Dudley and Charlton recreation committees
6. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the towns
7. The activities of other organizations when approved by the school committee

School and town preference:

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over the other community activities
3. Activities of Dudley and Charlton recreation committees

When approval is given, charges will be required for the cost of custodial coverage, energy costs, security, and other expenses incurred by the users as determined by the superintendent or designee. There will be no charges for school-sponsored activities. Waivers of normal fees may be granted by the Superintendent or designee when the primary purpose of use is charitable, when fees constitute a hardship to the sponsoring organization, and when no obvious cost results to the school department. Such waivers may be granted by the Superintendent or designee when the use is by a school, municipal group, or by a group serving resident children, or by School Committee.

Organizations that operate on a "for profit" basis will be charged a facility fee in accordance with a prevailing schedule. Rental charges for the actual use of the facility will be billed to the organization ~~before~~ after the scheduled event.

Non-Profit/Charitable organizations will be reviewed by the Director of Finance & Operations for applicable fees. Facility rates are applicable by Group category, as detailed within the Use of Facilities Guidelines School Rental Fee Schedule.

Approved users are to provide proper liability insurance, where applicable.

Approved users of the approved district rental agreement will be responsible for compliance with statutes and regulations of the Commonwealth such as enforcement of prohibitions on smoking, alcoholic beverages, hazing, and weapons.

In the event that school is canceled or there has been an early release due to inclement weather or other emergencies, outside rentals will also be canceled. Organizers of each group should monitor the district website and will be responsible for conveying this action to the group.

Exceptions to this policy, including use by profit-making organizations, shall be determined by a positive two-thirds vote by the School Committee.

The School Committee reserves the right:

1. To review all applications and to make special regulations in the event of emergency
2. To reject any and all requests for the use of school property

Adopted August 10, 1972

Amended October 24, 1974

Amended October 23, 1975

Amended December 19, 1979

Amended February 26, 1992

Amended February 8, 1995

Amended April 10, 2002

Amended February 13, 2013

Amended: July 10, 2025

First Reading: January 8, 2020

Second Reading

and Adoption: January 22, 2020

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

School Admission Residency

(update)

JF

The Dudley-Charlton Regional School Committee adopts the following policy and guidelines (Requirements for Admission to the Dudley-Charlton Regional School District) regarding the residency and admissions of students to the Dudley-Charlton Regional School District. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

Only students who actually reside in the town of either Dudley or Charlton may attend the Dudley-Charlton Regional School District schools. "Residence" is a place where a person actually lives. Unless expressly permitted under the approved guidelines, temporary residence in the town of either Dudley or Charlton solely for the purpose of attending district schools is not considered "residence" for admission to the district schools.

For those situations where properties straddle the town lines, a fact specific review and analysis will be completed on a case-by-case basis. At a minimum, factors in the analysis and review will include: plot plan of the dwelling, detailing the location of major rooms, and inclusion in the town census as an occupant of the dwelling.

In determining residency, the committee retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides. Students found to be in violation of the residency policy may be dismissed immediately from the district and the parent(s), guardian(s) or responsible adult may be jointly and severally liable to the district for the student's tuition for the full academic year(s). The district may also impose other penalties on the family such as legal fees incurred by legal action and the withholding of certain scholarships and prizes. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency, may appeal the determination to the superintendent of schools, whose decision shall be final.

The Dudley-Charlton Regional School Committee adopts the following policy regarding the residency and admission of students. The staff is directed to ensure that all forms and regulations are fully executed and conform to this policy.

I. RESIDENCY

In order to attend school in the Dudley-Charlton Regional School District, a student must actually reside in the towns of Dudley/Charlton, unless one of the exceptions (set forth in Part V below) applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, the Dudley-Charlton Regional School District retains the right to require the production of a variety of records and documentation and to investigate where a student actually resides.

A determination that a student does not actually reside in the towns Dudley/Charlton renders the student ineligible to enroll in the district schools, or if the student is already enrolled in the Dudley-Charlton Regional School District, shall result in the termination of such enrollment. A parent, legal guardian, or student who has reached the age of majority (18), who is aggrieved by a determination of residency may appeal the determination to the superintendent of schools, whose decision shall be final.

II. VERIFICATION OF RESIDENCY

A. Before any student is enrolled in the Dudley-Charlton Regional School District, his or her parent or legal guardian must provide:

1. A signed Affidavit of Residency; and
2. Proof of residency in the town of either Dudley or Charlton (3 documents)

All applicants for enrollment must submit at least one document each from Column A, B, and C and any other documents that may be requested, including but not limited to those from Column A, B, or C (noted below). A parent, guardian, or student who is unable to produce the required documents should contact the superintendent of schools.

<u>Column A</u> <u>Evidence of Residency</u> <u>for Homeowners</u>	<u>Column B</u> <u>Evidence of Occupancy</u>	<u>Column C</u> <u>Evidence of Identification</u> (Photo ID)
Record of recent mortgage payment (60 days) and/or property tax bill OR Copy of home closing document with passing date followed by mortgage payment within 60 days from enrollment	A copy of one of the following bills listed dated within the ~~60~~ <u>90</u> days that includes your name and Dudley or Charlton address: • Electric • Oil • Landline Telephone (not cell phone) • Cable • Gas	Valid Driver's license Valid Massachusetts photo ID card Valid passport
<u>For Renters/Leases</u> Copy of lease and/or copy of recent rental payment(s) OR Copy of notarized statement from landlord attesting to residency and copy of recent rent payment OR Section 8 Agreement		

B. VERIFICATION OF RESIDENCY FOR INDIVIDUALS WHO DO NOT OWN A HOME OR LEASE

For the parent or legal guardian who does not own a home or lease but who is living with a resident of either Dudley or Charlton, a "Shared Housing Affidavit" must be completed and notarized. This form can be found on the district's website under the "Parent Tab - Student Registration." In addition, the homeowner/lessor must appear in person with the parent or guardian at the time of registration and provide the appropriate documents as identified in Columns A., B., and C. Also, the parent or guardian must provide at the time of registration one of the following documents with the address as shown on the Shared Housing Affidavit: auto insurance and registration, credit card statement, bank statement, voter registration card, or US Postal address change document.

The principal, or his/her designee, shall verify the home address and home telephone number of each student at least once during the school year. Any irregularities shall be reported promptly to the superintendent of schools.

Parents are required to notify the school of any changes of their address or the address of the student within five days of the change.

III. ENFORCEMENT

Should a question arise concerning any student's residency in the towns of either Dudley or Charlton while attending the district schools, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address; anonymous tips; or correspondence that is returned to the Dudley-Charlton Regional School District because of an invalid or unknown address, or other grounds.

The superintendent/principal may request additional documentation, may use the assistance of the district's attendance officer, and/or may obtain the services of police or investigative agency personnel to conduct investigations into student residence. The attendance officer and/or residency investigator(s) will report his or her findings to both, who shall make final determination of residency.

Upon an initial determination by the superintendent of schools/principal that a student is actually residing in a city or town other than Dudley or Charlton, the student's enrollment in the district schools shall be terminated immediately.

IV. PENALTIES

In addition to termination of enrollment and the imposition of other penalties permitted by law, Dudley-Charlton Regional School District reserves the right to recover restitution based upon the costs of educational services provided during the period of non-residency.

V. EXCEPTIONS

1. The residency requirements shall not apply to the following:

- a. Students enrolled in the Dudley – Charlton Regional School District under special programs approved by the Dudley-Charlton Regional School Committee, such as educational exchange programs or School Choice. In order to be considered for enrollment, the foreign exchange student should be at the level of eleventh grade of high school and be fluent in the English language. Students attending for one year under such a program will not be eligible for a Shepherd Hill diploma but may be awarded a certificate of attendance. Requests for the attendance of a foreign exchange student will be acted upon by the committee upon recommendation of the superintendent, in order of the receipt of applications which contain supporting documents, and no more than two, tuition free, students to be admitted in any one-year Approval of the school committee must occur prior to July 30 of the incoming year.
- b. Tuition paying students, as permitted by law;
- c. Students who are entitled to attend school in the Dudley-Charlton Regional School District under the McKinney-Vento Homeless Assistance Act.

2. Extraordinary Circumstances:

a. Tuition Waivers

At the discretion of the Superintendent and the Dudley-Charlton Regional School Committee, tuition may be waived in the following cases:

1. Students who have completed their junior year at Shepherd Hill Regional High School, and who move from either Dudley or Charlton just prior to or during their senior year.
2. Students who move because of the severe or chronic illness of the student or immediate family member; the death of an immediate family member; disaster to the residence; or other circumstances having a significant impact upon the student.
3. Dwellings that are intersected by town lines in Dudley/Charlton as follows;

a. Dwellings that are intersected by the town line prior to the adoption of this policy:

In the case of a single-family dwelling, as distinguished from a plot of land, that is intersected by whatever degree by the towns' boundary lines prior to the adoption of this policy, and upon which some property tax is assessed by the towns of either Dudley or Charlton, persons residing therein may attend school in the Dudley-Charlton Regional School District.

b. Dwellings that are built or altered after the adoption of this policy:

In the case of a single-family dwelling that is intersected by whatever degree by the town boundary lines because of construction or alterations occurring after the adoption of this policy, if more than fifty percent of such dwelling is located within the towns' boundary, persons residing therein may attend school in the Dudley-Charlton Regional School District.

VI. POTENTIAL WAIVER WHEN RESIDENCY IS IN TRANSITION

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the superintendent of schools:

1. Pending purchase of dwelling

The children of families who have signed a home rental or purchase contract to reside in the school district may, subject to verification of residency, be enrolled for the quarter-semester/90 days in which they expect to become residents, subject to the superintendent's approval.

2. Construction of new dwelling

The children of families who have signed a home rental or purchase contract to reside in the school district may, subject to verification of residency, be enrolled for the quarter-semester/90 days in which they expect to become residents, subject to the superintendent's approval.

3. Residence in rental properties

The children of families who plan to rent a primary residence in either Dudley or Charlton may enroll in the district schools 60-90 days prior to taking possession of the rental property, as evidenced by a signed lease and evidence of financial commitment.

4. Brief residence outside the town

Dudley-Charlton Regional School District students whose families must briefly live outside the towns of Dudley or Charlton because they are (a) moving from one in-town residence to another, or (b) renovating a current Dudley or Charlton residence, may continue to attend the district schools. Evidence of the intention and ability to resume residency in either Dudley or Charlton within 90 days may be required.

VII. NOTIFICATION

The Dudley-Charlton Regional School District residency requirements, verification procedures, and consequences of falsifying or misrepresenting residency will be published in the Dudley-Charlton Regional School Committee Policy Manual, and published in each school handbook.

Legal Ref.: MGL c. 76, sec. 5

~~McKinney—Vento Homeless Assistance Act~~

LEGAL REFS.: MGL 15:1G; 76:1; 76:5; 76:15; 76:15A, 603 CMR 26.00

CROSS REFS.: JLCB, Immunization of Students

JFABD, Homeless Students: Enrollment Rights and Services

JFABE, Educational Opportunities for Military Children

JFABF, Educational Opportunities for Children in Foster Care

Adopted September 7, 1972

Amended September 15, 1977

Amended May 13, 1987

Amended October 10, 2007

Amended December 12, 2012

Amended March 13, 2019

Amended November 13, 2019

~~Amended:~~

~~First Reading: October 23, 2019~~

~~Second Reading and~~

~~Adoption: November 13, 2019~~

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

POLICY

INTERNATIONAL EXCHANGE STUDENTS

(NEW) JFABB

The Dudley-Charlton Regional School Committee acknowledges and supports the educational opportunities that are derived by participation in International Exchange Student Programs.

Requests for International Exchange Students to attend the Dudley-Charlton Regional Public Schools will be reviewed on an individual basis by the building Principal. The Principal in turn will make a recommendation to the Superintendent of Schools based upon appropriateness, age of the student and space availability.

Whenever possible, tuition will not be charged to the participating student. In the event that resident students are charged a fee for service, participating exchange students will be charged accordingly.

International exchange students traveling on an F-1 Visa will be required to pay for the cost of tuition set at the established per-pupil expenditure.

Cross Reference – JF – School Admission Residency

Evaluating the Superintendent

Dudley-Charlton Regional School Committee
Thursday, July 10, 2025

Superintendent Evaluation

The Educator Evaluation System (603 CMR 35:00)

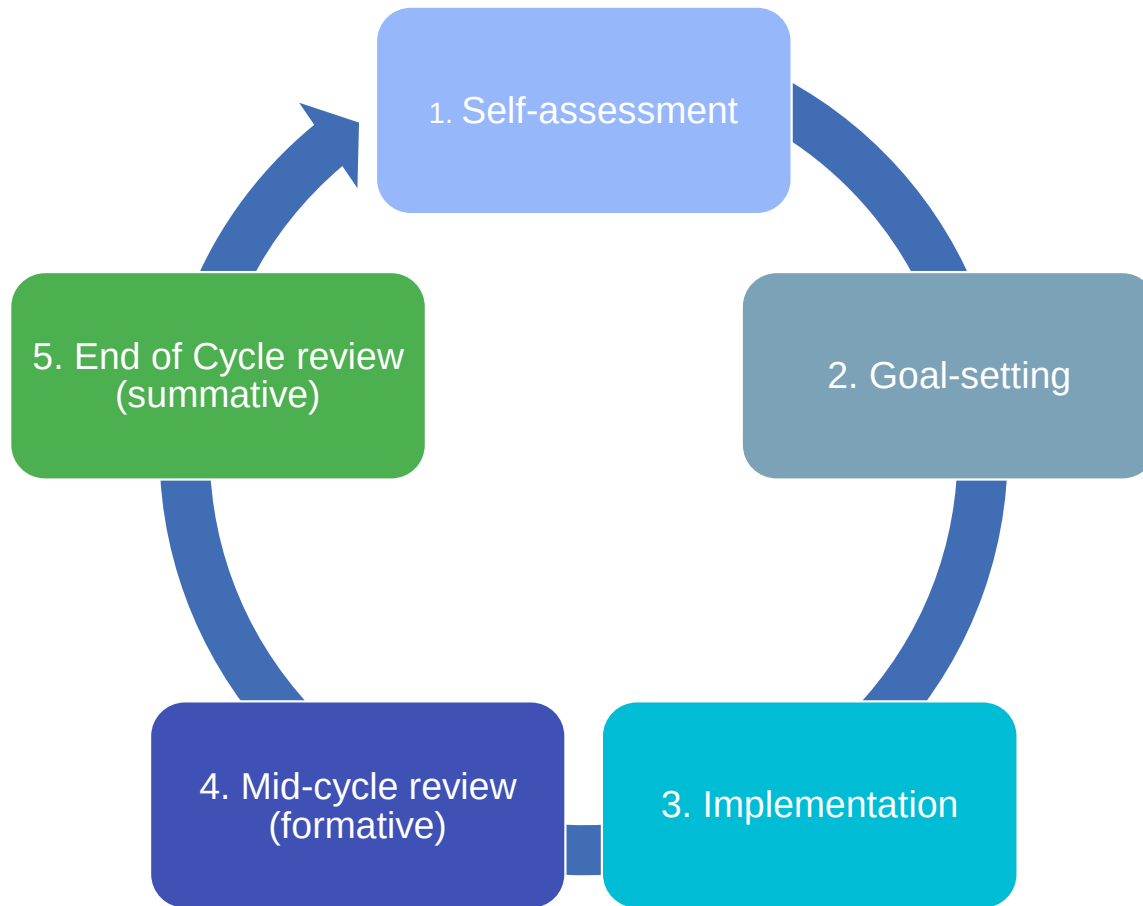
- Makes educator evaluation more effective and links to student achievement and inclusive practices
- Is tied to district goals/improvement goals
- Includes strategy for improving educator professional practice
- Links multiple criteria to measuring educator success



What We Need to Know About Superintendent Evaluation

- ✓ Requires attention to the evaluation process
- ✓ Annual evaluations are often required
- ✓ A standard format must be used, with the flexibility to **adapt** tool to district needs

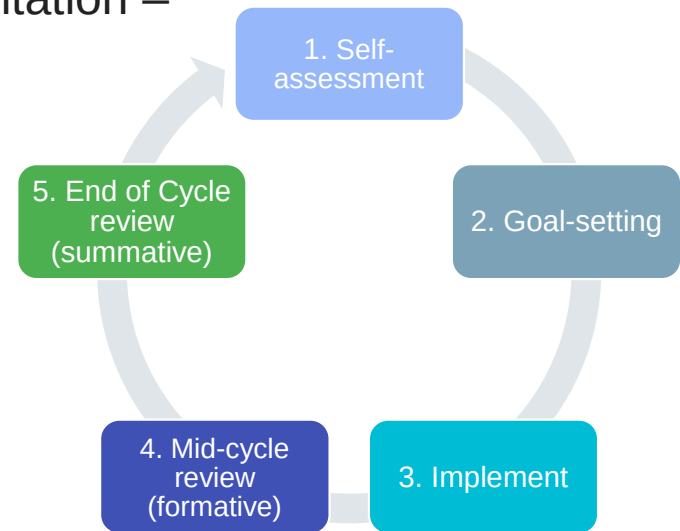
Five Step Cycle



Three Key Components

1. Five-step cycle

Self-assessment - Goal-setting - Implementation –
Mid-cycle (formative) review –
End of Cycle (summative) review



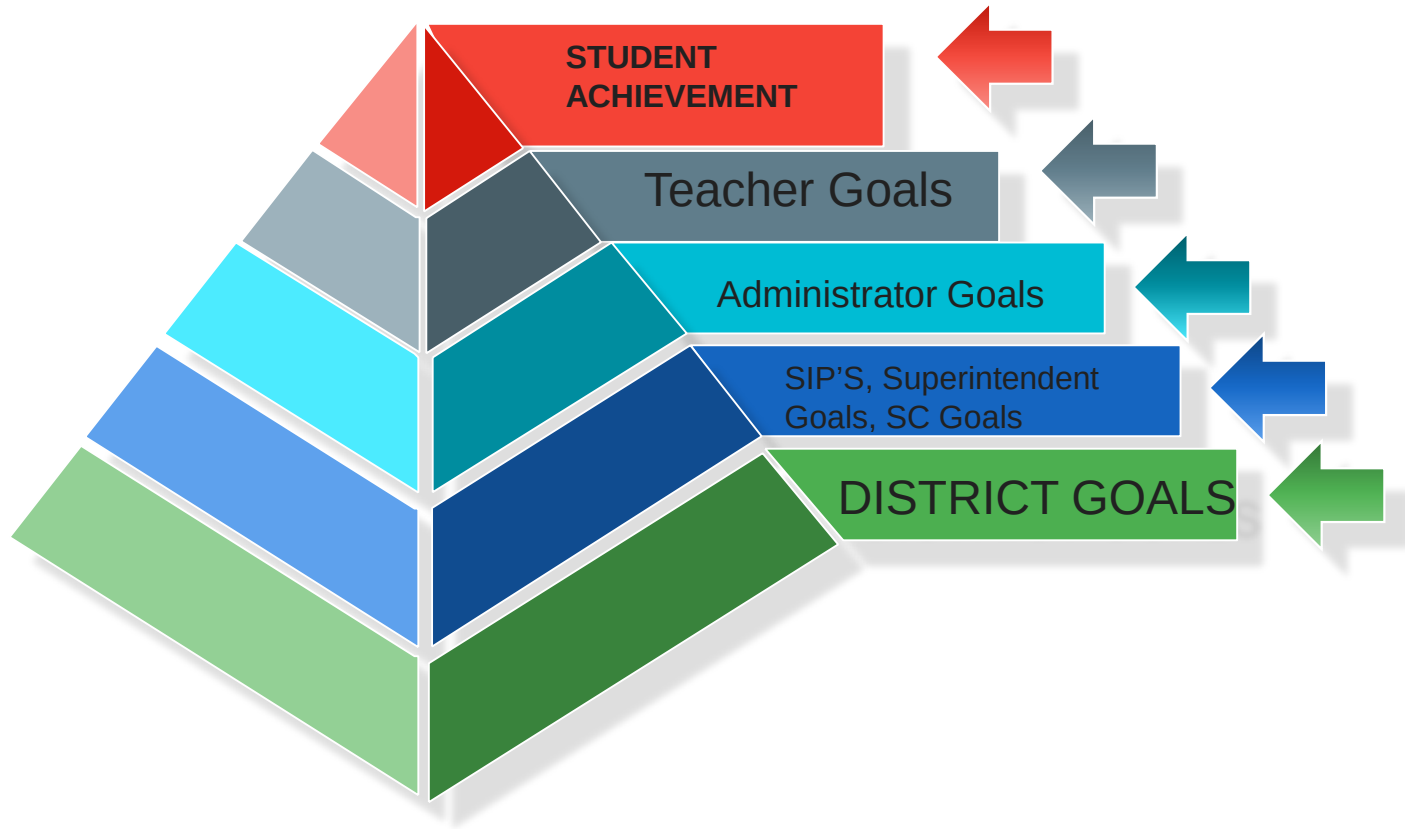
2. Two-part tool

SMART Goals - Performance Rubric

3. Multi-part Rating System

Rating on Goals – Standards - Summative Rating

Goal Alignment





Why does our organization exist?

- What do we do?
- For whom?
- What's the benefit?

The future we want to create

- Where we want to be
- Our North Star



Guiding principles that set the foundation for how we will operate and treat each other.

We will not compromise.

SMART Goals



S= **S**pecific and **S**trategic

M= **M**easurable

A= **A**ction Oriented

R= **R**igorous, **R**ealistic, and **R**esults
Focused

T= **T**imed and **T**racked

Create Evaluation Document

Work with Superintendent to draft goals

- ✓ Can use subcommittee to begin work
- ✓ School Committee has final approval

Identify Standards, Indicators from Rubric

- ✓ All Standards must be evaluated

Decide on Weighting of Standards

Discuss Artifacts of Evidence



Document Development Checklist

Agree on Goals

- ✓ Think about OUTCOMES

Agree on applicable Indicators in Rubric

- ✓ Not too many

Determine Weighting of Standards

- ✓ Does any area need special attention?

Discuss Evidence

- ✓ What will help the Committee understand the work?

Create Year-Long Agenda

- ✓ Monitor progress throughout the year, not just at the end

Goals in three areas:

- District improvement goal
 - Professional practice goal
 - Student learning goal
- Must have at least three goals, one in each area
 - Goals should be tied to overarching district direction
 - Each goal should be SMART
 - Each goal is evaluated at the formative and summative timeframe

Four standards (required by state):

- Instructional Leadership
- Operations and Management
- Family and Community Engagement
- Professional Culture

Structure of the Rubric:

A Continuum of Professional Practice

Standard



Indicator



Descriptor

Standard I:

Instructional Leadership

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A: Curriculum	Does not ensure the implementation of standards-based units of instruction across the district (e.g. fails to provide adequate resources or training).	Ensures that most instructional staff implement standards-based units of instruction consisting of well-structured lessons, but curricula in some schools or content areas lack appropriate rigor or alignment to state standards.	Monitors and assesses progress across all schools and content areas to ensure that all instructional staff implement effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.	Empowers administrators to ensure all instructional staff collaboratively plan, adapt as needed, and implement standards-based units comprised of well-structured lessons aligned to state standards and local curricula. Continually monitors and assesses progress, and provides additional supports as needed. Models this practice for others.



Required ↔ Optional

Required

- SMART Goals in 3 areas
 - District Improvement
 - Student Learning
 - Professional Practice
- Ratings on all 4 Standards
 - Instructional Leadership
 - Management & Operations
 - Family & Community Engagement
 - Professional Culture
- Overall Summative Rating

Optional

- No need to use all Indicators
- Can weight Standards differently
- Timing of Evaluation cycle
- How Evaluation is used
- Process for completing evaluation

Completing the Evaluation

1. Committee members complete individual evaluations
 - ✓ Superintendent self-assessment
 - ✓ Evidence of progress/proficiency
 - ✓ Form to complete evaluation
 - ✓ Note: these individual documents are public record
2. Composite Evaluation prepared
 - ✓ Chair or Designee
 - ✓ Subcommittee
 - ✓ *Discuss process for preparation*
3. Discussed and voted on by full Committee at a public meeting

Composite

One document where everyone can hear their voice

Decide how composite ratings determined

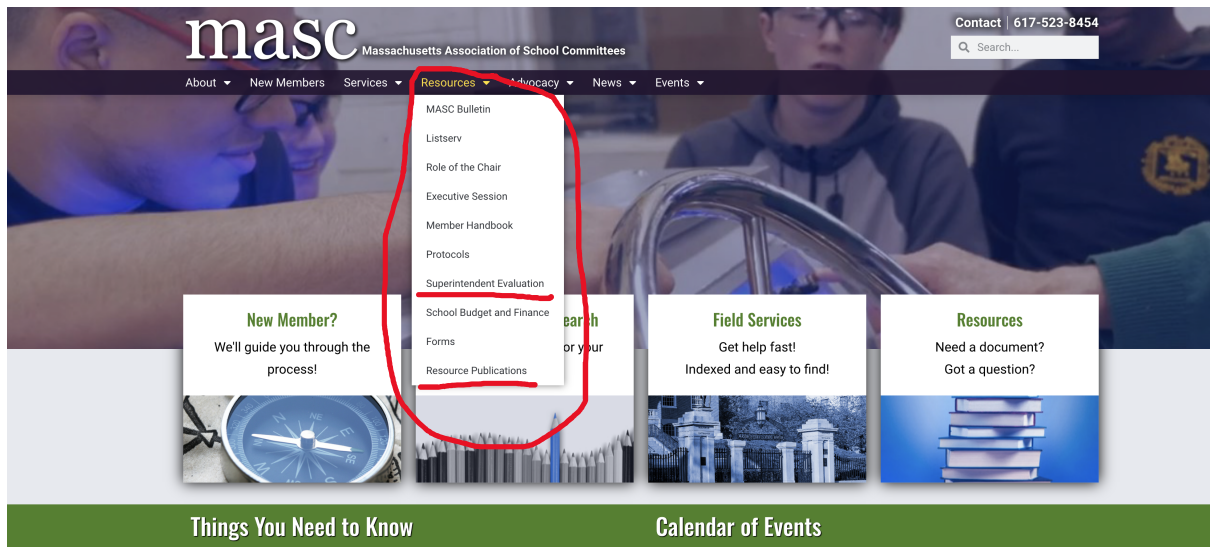
- Not a just a tally
- Not an average

How will comments be handled?



MASC Resources

1. Member Resources
2. Resource Publications
3. Superintendent Evaluation



https://www.masc.org/images/forms/memberresources/MASC_Superintendent-Evaluation_2020.pdf

DESE Resources

- ✓ Implementation Guidance
- ✓ Rubrics
- ✓ 5 Part Video Series:
 - Making the Most of the Opportunity
 - Organizing the Process
 - Putting Goals at the Center
 - Assessing Progress and Performance
 - Deciding and Reporting Ratings

<http://www.doe.mass.edu/edeval/resources/evaluation/default.html>

