

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

January 8, 2013

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 7:00 PM by the Chair. Members present were Mrs. Ross, Mr. George, Mr. Valarioti, Ms. Simms George and Mrs. Ryan. Mr. Denman arrived at 7:05 PM. Mr. Luoto was absent. Also present were Mrs. Nawrocki, Mr. Collins and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Mr. Valarioti and seconded by Mrs. Ross to approve the regular session meeting minutes of December 18, 2012 as presented. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George and Mrs. Ryan.

Mr. Denman arrived at 7:05 PM.

BILLS AND PAYROLL: Warrants were on the table for signatures.

AUDIENCE

The auditor for the District, Jim Eggert, was present to discuss the FY12 audit. Peter Zona, District Treasurer, was also present to answer any questions raised. Members received a copy of the audit in their packets. Mr. Eggert commended the District on good E&D account management and good management of grant funds. He noted that any concerns put forth in the management letter were fixed prior to distribution of the management letter.

A motion was made by Mr. Valarioti and seconded by Mrs. Ross to accept the FY12 audit. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan. There were no 'nay' votes.

SUPERINTENDENT-DIRECTOR'S REPORT

Mrs. Nawrocki discussed the following:

- Mid-Cycle Review for the Superintendent-Director - Members received a copy of the review dated January 8, 2013, along with supporting information as outlined in the review. Members were asked to review the information.
- Assabet Continuing Education statistics including enrollment data from 2007 to 2012, and a revenue report ranging from Spring 2007 through Fall 2012. Mrs. Nawrocki informed members that the position for Director of Continuing Education will be posted on April 29 and the Administration hopes to have the position filled by June.
- Assabet Valley has received a \$90,000 Life Science grant which will be used for equipment and supplies.
- Members were given Mrs. Ross' email address so they can begin emailing her with suggested questions for the Superintendent-Director interview process. The subcommittee needs to meet to develop a rubric for the process and to screen received applications. Members discussed scheduling interviews on February 6 and/or 7.

POLICY DEVELOPMENT

Members conducted a second reading of the job description for Coordinator of the LPN Program. A motion was made by Mr. George and seconded by Ms. Simms George to approve the job description. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.

ASSISTANT SUPERINTENDENT REPORT

Mr. Collins reviewed his mailed Fiscal & Operations Update as follows:

- FY14 Utilities Budget – review of the hard copy of the PowerPoint presentation that was mailed to members in their packets.

BUDGET

A recommendation was made by the Administration that the District School Committee set the Final Day Operating and Maintenance Budget for FY2014 at \$17,794,000 and authorize the administration to notify the District communities that the assessment will be set as soon as the figures are received from the State. A motion was made by Mr. George and seconded by Mrs. Ross to approve the recommendation. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan. There were no 'nay' votes.

Mrs. Ryan noted that Mr. Luoto will be asked to affirm his consent of the vote at the next meeting.

PRINCIPAL'S POST

Mr. Hollick presented the following:

- A request made by Wayne Coulson, AV Sliders Advisor, to take the ski and snowboard club members on two separate day ski trips, on February 10 and March 3. The February 10 trip is scheduled to go to Loon Mountain in Lincoln, NH and the March 3 trip is scheduled for Cannon Mountain in Franconia, NH. It was noted that all expenses will be paid by the students. A motion was made by Mr. Valarioti and seconded by Mr. George to approve the trips. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.
- A request was made by Carolyn Madzar, BPA Advisor, for approval for 36 students and two advisors to attend the BPA State Leadership Conference in Framingham, MA on March 2-4, 2013. Students are required to stay overnight and the cost will be met by the students and sponsorship donations. A motion was made by Mrs. Ross and seconded by Ms. Simms George to approve the request. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.
- Members received a copy of an article that appeared in USA Today on December 28, 2012. Staff members were interviewed for and mentioned in the article.
- Members received the 7th draft of the proposed 2013-2014 school calendar for review. A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve 7th draft of the 2013-2014 calendar. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.

PERSONNEL MATTERS

Members were advised of staff appointments.

A recommendation was made by Mrs. Nawrocki that the District School Committee recognize a vacancy and authorize the Administration to post, advertise and fill the position of Health Technology Teacher as the result of a transfer. A motion was made by Mr. George and seconded by Mrs. Ross to approve the recommendation. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.

COMMUNICATIONS

The following communications were mailed to members:

- Calendar of events through January 30, 2013
- Letter from the District School Committee thanking John Mackenzie for an outstanding job done
- Assabet Valley Winter Sports schedule
- Aztec Press, Winter 2012

PROGRAM ADVISORY COMMITTEE

A motion was made by Mr. Valarioti and seconded by Mr. George to appoint John Ellis to the Plumbing Program Advisory Committee; Lee Duerden to the Precision Machine Program Advisory Committee; and Catherine Phillips to the Precision Machine Program Advisory Committee; each for a period of four years. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.

OTHER

Mrs. Ross noted that she was made aware of a senior who was accepted to all three colleges she applied to and that the family is very grateful to Senior Guidance Counselor Pat O'Rourke for all his assistance to the student during the process.

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to schedule future School Committee meetings at 6:30 PM. The motion failed for lack of a majority vote. Voting in favor of the motion were Mr. Valarioti and Ms. Simms George. Mrs. Ross, Mr. Denman, Mr. George and Mrs. Ryan were opposed.

At 8:30 PM, a motion was made by Mr. George and seconded by Ms. Simms George to adjourn the meeting. The motion was passed unanimously by Mr. George, Mrs. Ross, Mr. Valarioti, Ms. Simms George, Mr. Denman and Mrs. Ryan.

The minutes herein were recorded by the Clerk, approved by the Committee and so noted in a subsequent record.

Joseph A. Valarioti, Secretary

Accompanying Paperwork – School Committee Meeting of January 8, 2013

FY12 Audit Report

Meeting minutes of December 18, 2012

Mid-Cycle Review for the Superintendent-Director dated January 13, 2013, including Faculty meeting agenda dated January 7, 2013, Professional Development Day agenda dated January 14, 2013, and Status Report for AV State initiatives dated October 2012

ACE Enrollment 2007-2012

ACE Revenue Report, Spring 2007 – Fall 2012

Fiscal & Operations Update dated January 2, 2013

FY14 Utilities Budget PowerPoint presentation dated January 8, 2013

Memo from Mark Hollick dated January 2, 2013

Draft calendar (handout) 7th draft

Copy of USA Today article dated December 28, 2012

Letter from Mark Hollick requesting permission for out of state travel for the ski and snowboard club

Letter from Wayne Coulson requesting permission for out of state travel for the ski and snowboard club

Memorandum from Carolyn Madzar, Re: BPA – State Leadership Conference (handout)

January 8 2013 memo from Mrs. Nawrocki, re: Filling of Vacancies (LPN Teacher and Part-time Library/Media Specialist)

January 8, 2013 memo from Mrs. Nawrocki re: Posting of Vacancy (Health Technology Teacher)

Calendar of events through January 30, 2013

Letter from the District School Committee thanking John Mackenzie for an outstanding job done

Assabet Valley Winter Sports schedule

Aztec Press, Winter 2012

Memo from Mrs. Nawrocki, re: Program Advisory Committee

Recommendation and application materials for John Ellis

Recommendation and application materials for Lee Duerden

Recommendation and application materials for Catherine Phillips