

ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE

December 4, 2012

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 Ms. Simms George, Mr. Valarioti, Mrs. Ross, Mr. Luoto and Mrs. Ryan. Mr. George arrived at 7:50 PM. Mr. Denman was absent. Also present were Mrs. Nawrocki, Mr. Collins and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Ms. Simms George and seconded by Mrs. Ross to approve the regular session meeting minutes of November 13, 2012 as presented. The motion was passed unanimously by Mr. Luoto, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan.

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

AUDIENCE

Ms. Carolyn Madzar was present on behalf of the Technical Discovery Team to present the team's recommendation. Ms. Madzar gave a PowerPoint presentation with an overview of the current status of online grading, the school's website and online programs used by staff and students, as well as the recommendation of how to move these programs forward. Ms. Madzar was thanked and she left the meeting.

Student Ashley Peck and her parents were present to receive the Worcester County Superintendents' Association Scholar Award. Mrs. Nawrocki gave a brief overview of Ashley's accomplishments noting her status as number one in her class for all four of her high school years; membership in the Student Council for three years, with her senior year as the Secretary; receipt of the Hudson Rotary Outstanding Student Award; and participation as a member and captain of the varsity volleyball team. Mrs. Nawrocki presented Ashley with the award and informed all present that a luncheon will follow. After a brief question and answer period with Ashley and her parents, they were congratulated and they left the meeting.

SUPERINTENDENT-DIRECTOR'S REPORT

Mrs. Nawrocki discussed items mailed to members as follows:

Members received a copy of Mrs. Nawrocki's letter notifying members of her intent to retire on June 30, 2013. The letter was accompanied by an up-to-date copy of the job description for the position of Superintendent-Director. Members received and discussed the School Committee Policy 1200.04, Selection and Appointment Procedures of Professional Staff. A motion was made by Ms. Simms George and seconded by Mr. Valarioti to accept, with regret, the retirement of Mrs. Nawrocki as of June 30, 2013. The motion was passed unanimously by Mr. Luoto, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan.

Mrs. Ross, Ms. Simms George and Mr. Valarioti volunteered to be on the subcommittee to search for a new Superintendent-Director. The purpose of the subcommittee will be to determine a timeline for the search and to determine the mode and manner of the search. The vote to post for the position will be conducted at the meeting on December 18, 2012.

Members received a verbal notice of the intent to resign by paraprofessional, Maureen Jarvis.

POLICY DEVELOPMENT

Members conducted a first reading of each of three job descriptions: Advisor of a Club or Activity, Class Advisor, and Continuing Education Director. Members discussed the proposed job descriptions and made suggestions for additions/updates.

BUDGET

Mrs. Shirley Lundberg, Director of Academics, was present to give an update of the Academic Program. Mrs. Lundberg distributed a hard copy of her PowerPoint presentation.

Mr. George arrived at 7:50 PM.

Mrs. Lundberg distributed a comparison chart reflecting the numbers of students in co-taught English and Math classes.

Mrs. Lundberg was thanked and she left the meeting.

Mr. Collins gave members an overview of anticipated staffing changes included in the FY14 Preliminary Budget.

A recommendation was made by Mrs. Nawrocki that the District School Committee set the Preliminary Day Operating and Maintenance Budget for FY14 at \$17,794,000. A motion was made by Mr. Luoto and seconded by Mr. George to approve the recommendation. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan. There were no 'nay' votes.

ASSISTANT SUPERINTENDENT REPORT

Mr. Collins made a recommendation that the district use funds from the Out-of-District Tuition Revolving Fund to fund temporary external space needs during the building project. Members discussed the process and how it would work. A motion was made by Mr. Luoto and seconded by Ms. Simms George to authorize the Administration to use funds from the Out-of-District Tuition Revolving Fund to fund temporary external space needs in an amount not to exceed \$500,000. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan. There were no 'nay' votes.

A recommendation was made by Mr. Collins that the District School Committee approve the creation of a Reserve Fund for Compensated Absences for Employees Terminating Employment. Discussion followed regarding the process for establishing and maintaining the fund. A motion was made by Mr. Luoto 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. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan. There were no 'nay' votes.

Mr. Collins discussed the possibility of establishing a Stabilization Fund for future capital projects. Members discussed the pros and cons of establishing such a fund. The District School Committee consensus was to defer a decision on establishment of such a fund until the spring of 2014.

PRINCIPAL'S POST

Mr. Hollick gave a report on the following activities:

- Exhibit/Admissions Night will be held on Wednesday, December 5.
- Mr. Hollick made a request that an overnight trip to Vermont Technical College in Randolph Vermont be approved for January 31-February 1, 2013 for up to 15 students to explore post-secondary education. A motion was made by Ms. Simms George and seconded by Mr. George to approve the recommendation. The motion was passed unanimously by Mr. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan.
- Mr. Hollick made a request that the District School Committee approve two regional event trips for the FIRST robotics team. A motion was made by Mr. Luoto and seconded by Ms. Simms George to approve the trips. The motion was passed unanimously by Mr. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan.
- An update on 8th grade tours and presentations
- A review of the Comparative Data Information Sheet, reflecting the progress and direction of athletics at Assabet Valley over the past seven years
- A SKILLS Fall Leadership Conference update
- Notification that Term 1 Report Cards were issued on November 27

COMMUNICATIONS

Members received the following:

- Calendar of events through January 10, 2013
- Letter from the Proctor School thanking the Carpentry Program for newly built picnic tables for the school
- Letter from the NEASC notifying Mrs. Nawrocki of the continued accreditation of Assabet Valley
- Principal's Post for November 2012

NEW BUSINESS

The School Committee reviewed a request from Mr. Mangsen to allow the Carpentry Shop to construct a shed at a private home in Marlborough. Members discussed all aspects of taking on such a project. A motion was made by Mrs. Ross and seconded by Mr. George to table a vote on this request until Mr. Mangsen can provide more detailed information. The motion was passed by a vote of 4-1. Voting in favor of the motion were Mr. Luoto, Mr. George, Mrs. Ross and Mrs. Ryan. Ms. Simms George was opposed. Mr. Valarioti abstained from voting.

PROGRAM ADVISORY COMMITTEE

A recommendation was made by the Administration that the District School Committee appoint Jonathan Weaver to the Business Technology Program Advisory Committee for a period of four years. A motion was made by Mr. George and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously by Mr. Luoto, Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross and Mrs. Ryan.

OTHER

Members discussed the length of meetings and the number of speakers invited to each meeting.

Mr. Luoto left the meeting at 9:30 PM.

At 9:35 PM, a motion was made by Mr. George and seconded by Mr. Valarioti to adjourn the meeting. The motion was passed unanimously by Mr. George, Mr. Valarioti, Ms. Simms George, Mrs. Ross 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 December 4, 2012

- Proposed School Committee Meeting Minutes of November 13, 2012
- Worcester County Superintendents' Association Scholars 2012-2013 District Information Page for Ashley Peck
- Ashley Peck's current school transcript
- Letter from Ms. Nawrocki informing the Committee of her intent to retire
- Job description for Superintendent-Director
- Policy 1200.04, Selection and Appointment Procedures of Professional Staff
- Proposed job description for Advisor of a Club or Activity
- Updated job description Class Advisor
- Revised job description for Continuing Education Director
- PowerPoint presentation hardcopy: Academic Program Update – December 4, 2012
- Handout – Comparison 2011/12 to 2012/13 of Co-Taught English and Math Class Composition
- FY 14 Preliminary Budget vote recommendation
- Fiscal & Operations Update memo dated November 28, 2012
- Out-of-District Revolving Account – Recent History document
- Copy of MGL, Chapter 40, Section 13D and Chapter 71, Section 16G1/2
- Letter requesting approval for trips
- Overview document of overnight field trip to Vermont Technical College
- Memo from Cindy Zomar outlining the upcoming FIRST Robotics Team regional events
- Memo from Cindy Zomar reflecting the status of 8th grade tours and presentations
- Assabet Valley Regional Technical High Athletics Comparative Data Information Sheet
- Calendar of events through January 10, 2013
- Letter from the Proctor School thanking the Carpentry Program for newly built picnic tables for the school
- Letter from the NEASC notifying Ms. Nawrocki of the continued accreditation of Assabet Valley
- Principal's Post for November 2012
- Carpentry Project Request memo and job requisition form from Carpentry
- Program Advisory recommendation and application and backup information