

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

June 18, 2013

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 6:00 PM by the Chair. Members present were Ms. Simms George, Mrs. Ross, Mr. Valarioti and Mrs. Ryan. Mr. George arrived at 6:15 PM. Mr. Denman was absent. Also present were Mrs. Nawrocki, Mr. Collins and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Mrs. Ross and seconded by Ms. Simms George to approve the regular session meeting minutes of June 4, 2013 as presented. The motion was passed unanimously.

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

AUDIENCE

Attorney Douglas Rowe was present to discuss a potential land purchase that has been presented to the School Committee. Attorney Rowe distributed a handout that included the Assessor's Map, satellite views from 2000 and 2008, contours of the parcel from the City of Marlborough, Surveyor's plan of Fitchburg Street/Sasseville Way, City of Marlborough Assessor's information and a copy of a Foreclosure Deed to Statiunas (land owner) from 1989.

Mr. George arrived at 6:15 PM.

Members discussed potential soil testing and wetlands concerns. A motion was made by Ms. Simms George and seconded by Mr. Valarioti to ask Mr. Collins to investigate further and put the item on the agenda for a September meeting. The motion was passed unanimously.

Ms. Margaret McLean from Eastern Bank was present with Treasurer Peter Zona to discuss the \$15 million Bond Anticipation Note necessary for the ongoing building project. Members received a copy of the MIG rating from Moody's Investors Service, the municipal note sale information and a memo from Mr. Zona regarding the awarding of the bid to Eastern Bank.

A motion was made by Ms. Simms George and seconded by Mrs. Ross as follows:

I, Joseph Valarioti, the Secretary of the Assabet Valley Regional Vocational School District School Committee (the "Committee"), certify that at a meeting of the Committee held June 18, 2013, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the high school repair and renovation project authorized by a vote

of the Committee duly adopted on December 6, 2011 not being paid by the school facilities grant is \$29,334,993 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: to approve the sale of the \$15,000,000 1.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the District dated July 8, 2013, and payable July 8, 2014, to Eastern Bank at par and accrued interest, if any, plus a premium of \$78,650.00.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 6, 2013, and a final Official Statement dated June 13, 2013, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the District Treasurer and the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Clerks of each of the member municipalities of Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough and Westborough (collectively, the "Clerks") and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal buildings in which the offices of the Clerks and the District Secretary are located, or in accordance with an approved alternative method of notice prescribed or approved by the Massachusetts Attorney General as set forth in 940 CMR 29.03(4), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that

no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

The motion was passed by a vote of 5-0. Voting “yea” on the motion were Mr. Valarioti, Mr. George, Ms. Simms George, Mrs. Ross and Mrs. Ryan. There were no “nay” votes.

Mr. Valarioti and Mrs. Ryan signed the documents on behalf of the School Committee.

SUPERINTENDENT-DIRECTOR’S REPORT

Mrs. Nawrocki informed the Committee that a Memorandum of Understanding has been signed with Quinsigamond Community College for the development of a program in Precision Machining.

ASSISTANT SUPERINTENDENT’S REPORT

Mr. Collins discussed his Fiscal & Operations Update dated June 18, 2013 which included the following:

- Mr. Collins made a recommendation that FY14 wages for the Cafeteria group increase on Step 7 by 2.25% for all positions; the Childcare group increase Step 7 for the Head Teacher position; and Maintenance group increase by 2.25% for all steps. A motion was made by Mr. George and seconded by Mr. Valarioti to approve the recommendation. The motion was passed unanimously.
- Mr. Collins made a recommendation that the salaries for the Treasurer and Assistant Treasurer increase by 2.25%. A motion was made by Mr. George and seconded by Mrs. Ross to approve the recommendation. The motion was passed unanimously.
- A recommendation was made by Mr. Collins that the work year for the Academic Director for FY14 to adjusted to a full-year position. A motion was made by Mr. George and seconded by Mrs. Ross to approve the recommendation. The motion was passed unanimously.
- Mr. Collins requested that the District School Committee authorize the Administration to hold a “Yard Sale” to properly and efficiently dispose of surplus property per MGL c.30B. A motion was made by Mr. George and seconded by Mrs. Ross to approve the request. The motion was passed unanimously.

PRINCIPAL’S POST

Mr. Hollick gave a report on the following:

- Presentation of the State Championship trophy won by the Girls Softball team

- A request was made for approval of out-of-state travel for fifteen Pre-Engineering students to attend the New Hampshire TechFest Competition in Windham, NH on October 12, 2013. A motion was made by Ms. Simms George and seconded by Mr. George to approve the request. The motion was passed unanimously.
- A request was made that the School Committee approve an overnight, out-of-state trip to the Punkin Chunkin Competition in Bridgeville, DE from October 31-November 3, 2013 for fifty students from the Precision Machining and Pre-Engineering programs. A motion was made by Mr. George and seconded by Mrs. Ross to approve the request. The motion was passed unanimously.

NEW BUSINESS

Members received a copy of the Electronic Grade Book sidebar agreement for approval. A motion was made by Mr. Valarioti and seconded by Mr. George to authorize Mrs. Ryan to sign the agreement on behalf of the School Committee. The motion was passed unanimously.

Members received a list of proposed meeting dates for the 2013-2014 school year. Members set July 30, 2013 and September 3, 2013 as the next two meeting dates. After reviewing the dates, members will set the remaining meetings for the school year at the next meeting.

OLD BUSINESS

Members received a Joint Conference chart to review.

PERSONNEL MATTERS

Mrs. Nawrocki made a recommendation that the District School Committee recognize vacancies and authorize the administration to post, advertise and fill the positions of Director of Academics, LPN Instructor and PT LPN Instructor. A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously.

Mrs. Nawrocki made a recommendation that the District School Committee authorize the administration to post, advertise and fill any non-administrative positions already in the budget if an unexpected vacancy arises prior to the first September School Committee meeting. A motion was made by Mr. George and seconded by Mrs. Ross to approve the recommendation. The motion was passed unanimously.

Members received a copy of the Superintendent's evaluation. A motion was made by Mr. George and seconded by Mrs. Ross to accept the Superintendent's evaluation. The motion was passed unanimously.

PROGRAM ADVISORY COMMITTEE

Members received copies of meeting minutes from the Design and Visual Program Advisory Committee dated May 1, 2013 and January 15, 2013.

At 7:20 PM, a motion was made by Mr. Valarioti and seconded by Mr. George to adjourn the meeting. The motion was passed unanimously.

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 June 18, 2013

- Meeting Agenda
- Proposed regular session meeting minutes of June 4, 2013
- Packet from Attorney Rowe including: Assessor's Map, satellite views from 2000 and 2008, contours of the parcel from the City of Marlborough, Surveyor's plan of Fitchburg Street/Sasseville Way, City of Marlborough Assessor's information and a copy of a Foreclosure Deed to Staiunas (land owner) from 1989
- Packet containing the MIG rating from Moody's Investors Service, the municipal note sale information and a memo from Mr. Zona regarding the awarding of the bid to Eastern Bank
- Fiscal & Operations Update dated June 18, 2013
- Cafeteria Worker Wage Scale FY14 Recommendation
- Childcare Worker Wage Scale FY14 Recommendation
- Maintenance Worker Wage Scale FY14 Recommendation
- Letter to School Committee members from Mark Hollick outlining requests for out-of-state travel
- Request list for approval of attendance at the New Hampshire TechFest
- Request list for approval of attendance at the Punkin Chunkin 2013 competition
- Electronic Grade Book side bar agreement
- List of proposed School Committee meeting dates
- Chart of attendance at the MASC/MASS Joint Conference
- Memo dated June 18, 2013 from Ms. Nawrocki re: Posting of Vacancies for Director of Academics, LPN Instructor, PT LPN Instructor
- Memo dated June 18, 2013 from Ms. Nawrocki re: Posting of Vacancies for any non-administrative positions already in the budget
- Copy of the Superintendent's evaluation
- Design and Visual Program Advisory Committee meeting minutes dated May 1, 2013 and January 15, 2013