

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

May 20, 2014

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. George, Mr. Charbonneau, Mr. Valarioti and Ms. Ryan. Mr. Denman and Ms. Ross were absent. Also present were Mr. Collins, Mr. Luoto and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the regular session meeting minutes of May 7, 2014, as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve warrants #1159-1165, 5375-5376, and 23. The motion was passed unanimously.

AUDIENCE

Pat O'Rourke, Assistant Principal/Dean of Students, was present to review his PowerPoint presentation breakdown of the MetroWest Health Survey. Mr. O'Rourke proposed instituting canine searches of school grounds in conjunction with Marlborough and State Police. He gave examples of two area schools who currently conduct such searches on a regular basis. It was agreed that Assabet Valley would go forward with conducting these searches in the future.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- Business Office Re-Organization – Review of the recommendation made by the auditing firm that the Assistant Treasurer position be changed from reporting to the Treasurer to reporting to the Director of Business Operations. Members discussed the pros and cons of the proposal. Members expressed concern over the proposed change. The Administration was encouraged to research the proposal further and report back to the School Committee.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Collins discussed his mailed report as follows:

- Strategic Planning Activities – The development of the SWOT Analysis of the school is complete and has moved to the feedback phase. Members were encouraged to review the analysis.
- End of Cycle Progress – Members received a copy of the Superintendent's End of Cycle Progress Report 2013-2014. Mr. Collins also reminded members that his annual review is upcoming. Members discussed the process.

PRINCIPAL'S POST

Mr. Hollick discussed his mailed report as follows:

- Members received the proposed 2014-2015 Student Handbook in their packets for review prior to the meeting. The School Committee conducted a first reading of the proposed handbook. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the first reading of the handbook. The motion was passed unanimously.
- Members received an invitation to graduation in their packets.

PERSONNEL MATTERS

A recommendation was made by Mr. Collins that the District School Committee appoint Peter Zona as the District Treasurer and Betsy Manning as the Assistant District Treasurer from July 1, 2014 through June 30, 2015, to serve that term and after until such time as a successor is duly appointed and bonded. A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously.

PUBLIC HEARING

At 9:00 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau to open the Public Hearing on school choice. The motion was passed unanimously.

Members discussed the process of voting on school choice. Mr. Collins made a recommendation that the District School Committee vote not to participate in the School Choice Program for the 2014-2015 school year, as outlined in the School Reform Law. The motion was passed unanimously.

At 9:15 PM, a motion was made by Ms. Simms George and seconded by Mr. George to close the Public Hearing. The motion was passed unanimously.

COMMUNICATIONS

- Letter from the Department of the State Treasurer to Mr. Collins, re: Massachusetts State Employees' Retirement System, along with backup information on the history of the AV retirement program
- Article from the Marlborough Patch re: the Assabet Valley Engineering Academy
- Election year spreadsheet for School Committee members
- MASC 2014 Workshop calendar

NEW BUSINESS

Members discussed appointment of a voting delegate to the Joint Conference. A motion was made by Ms. Simms George and seconded by Mr. Valarioti to appoint Mr. Denman as the voting delegate and Mr. Charbonneau as the alternate. The motion was passed unanimously.

PROGRAM ADVISORY COMMITTEE

A recommendation was made by Mr. Collins that the District School Committee appoint Dan Rowe and Amy Beaudet to the House Carpentry Program Advisory Committee for a period of four years. A motion was made by Mr. Valarioti and seconded by Mr. George to approve the recommendation. The motion was passed unanimously.

At 9:20 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Simms George to go into Executive Session for purposes of discussing matters pertaining to Collective Bargaining. The motion was passed unanimously by a roll call vote. It was noted the Committee would not be returning to regular session.

At 9:47 PM, a motion was made by Mr. George and seconded by Ms. Simms George to go out of Executive Session and 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 May 20, 2014

Meeting Agenda dated Tuesday, May 20, 2014

Memo from Mr. Collins to the School Committee dated May 20, 2014 re: Warrant

PowerPoint hard copy titled Canine Search of School Grounds

Memo to the School Committee from Kris Luoto re: Fiscal & Operations Update – May 20, 2014

Current Business Office Organizational Chart

Proposed Business Office Organizational Chart

Treasurer's Office Comparative District Survey

Duties of Assistant Treasurer

Letter from Jim Eggert to Kris Luoto and Pat Collins re: Proposed reporting by the Assistant Treasurer to Business Manager

Memo to the School Committee from Mr. Collins dated May 15, 2014

Hedgehog Concept SWOT Chart copy

Superintendent's End of Cycle Progress Report 2013-2014

Memo to School Committee members from Mr. Hollick dated May 14, 2014 re: Principal's Report

Proposed Changes List

Proposed copy of the 2014-2015 Student Handbook

Graduation invitation

Memo to the School Committee from Mr. Collins dated May 20, 2014 re: Appointment of Treasurer and Assistant Treasurer

Letter from the Department of the State Treasurer to Mr. Collins, re: Massachusetts State Employees' Retirement System, along with backup information on the history of the AV retirement program

Letter from the Department of Banking and Insurance, dated April 14, 1969

Certificate to Establish a Contributory Retirement System for the Assabet Valley Regional Vocational District School Committee from the Department of Banking and Insurance, dated April 14, 1969

Retiree payment list with names redacted

Article from the Marlborough Patch re: the Assabet Valley Engineering Academy

Election year spreadsheet for School Committee members

MASC 2014 Workshop calendar

Memo from Mr. Collins to the School Committee dated, May 20, 2014, re: School Choice

MASC memo to School Committee members dated March 2014 re: Joint Conference

Memo from Mr. Collins to School Committee members dated May 20, 2014 re: Program Advisory Committee

Memos from Mr. Mangsen to Mr. Collins dated January 31, 2014 recommending Program Advisory candidates

Program Advisory application information for Dan Rowe

Program Advisory application information for Amy Beaudet