

ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE

July 30, 2013

The School Committee met in regular session on the above date in a classroom in the school's temporary quarters. The meeting was called to order at 7:15 PM by the Chair. Members present were Ms. Simms George, Mr. Valarioti and Mrs. Ryan. Mr. George arrived at 7:40 PM. Mr. Denman was absent and Mrs. Ross was absent. Also present were Mr. Collins, Mr. Luoto and Mr. Hollick.

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

**DIRECTOR OF BUSINESS OPERATIONS REPORT**

Mr. Luoto discussed his distributed memo re: Transition Update - From New Director of Business Operations distributed to members prior to the meeting. The memo addressed Mr. Luoto's activities as follows:

- Renovation Project – Meetings will be held with staff to prepare for the next phase of moving.
- Assessment of Functional Areas – Ongoing review of operations is in process to help gauge a better understanding of the operations.
- Fiscal Operations – working with the staff on the rollover process and putting together a level-service budget for FY15 as well as working on the rollout of the P-Card
- Summer Cosmo Program – An alternate location for the program for the summer has been secured and is progressing well.

**PRINCIPAL'S POST**

Mr. Hollick gave a verbal report on the following:

- MCAS camp is being held over the summer in the temporary classrooms.
- Student and teacher scheduling is ongoing.

**OLD BUSINESS**

Members scheduled meeting dates for the upcoming school year.

Mr. George arrived at 7:40 PM.

**APPROVAL OF MINUTES**

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the meeting minutes of June 18, 2013 as presented. The motion was passed unanimously.

**SUPERINTENDENT-DIRECTOR'S REPORT**

Mr. Collins discussed his mailed memo to School Committee members as follows:

- FY14 Budget – Chapter 70 state aid has been finalized and is less than budgeted. Mr. Collins recommended that the District School Committee re-vote the budget as advised by DESE. He noted that the expenditure budget plan remains the same while the revenue budget will change by increasing use of out-of-district revenue to cover the Chapter 70 shortfall. A motion was made by Ms. Simms George and seconded by Mr. George to approve the recommendation. The motion was passed by a vote of 4-0. Voting 'yea' on the motion were Mr. George, Ms. Simms George, Mr. Valarioti and Mrs. Ryan. There were no 'nay' votes.
- Request for overnight JROTC Camp in Pennsylvania – Some free seats for interested Assabet students to attend Camp Odyssey during the week of August 4-10 were offered by the Monty Tech Senior JROTC Marine Instructor. Seven students were selected to attend and have met all the requirements. Mr. Collins recommended that the District School Committee approve the overnight trip per School Committee policy. A motion was made by Mr. George and seconded by Ms. Simms George to approve the trip. The motion was passed unanimously.
- Mr. Collins updated the committee on his participation in the New Superintendent Induction Program.
- Mr. Collins informed school committee members that he would like to re-structure the administrative team and distributed a proposed organizational chart which would re-title both positions of Director of Curriculum and Student Assessment and Dean of Students to the title of Assistant Principal. Members discussed their concerns with the change in job title.

**POLICY DEVELOPMENT**

Members conducted a first reading of the job description for Assistant Principal. A motion was made by Ms. Simms George and seconded by Mr. George to approve first reading of the proposed job description amending the title to Assistant Principal/Dean of Students. The motion was passed unanimously.

A motion was made by Mr. George and seconded by Ms. Simms George to authorize the administration to post, advertise and fill an anticipated opening for Assistant Principal/Dean of Students (formerly Director of Curriculum and Student Assessment) as the result of a transfer. The motion was passed unanimously.

**NEW BUSINESS**

A motion was made by Mr. George and seconded by Ms. Simms George to appoint Kristopher Luoto to the School Building Committee. The motion was passed unanimously.

Ms. Simms George gave a report on her recent MASC training session.

Mr. Collins distributed a copy of the new MASC Handbook for School Committee Members as requested earlier by Mrs. Ross

Ms. Simms George made a suggestion that members put together an Assabet Valley School Committee handbook.

**PERSONNEL MATTERS**

Mr. Hollick updated the committee on positions filled as follows:

- The position of Librarian
- The position of half-time nurse
- The position of full-time Special Ed teacher
- The position of half-time Math Title I teacher
- The position of half-time ELL teacher
- The position of long-term English substitute
- The position of football coach

At 8:55 PM, a motion was made by Mr. Valarioti and seconded by Mr. George to go into Executive Session for purposes of discussing the deployment of security personnel or devices, or strategies with respect thereto. The motion was passed unanimously by a roll call vote. It was noted that the committee would not be returning to regular session.

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

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Joseph A. Valarioti, Secretary

**Accompanying Paperwork – School Committee Meeting of July 30, 2013**

- Meeting Agenda
- Memo from Kris Luoto re: Transition Update-From new Director of Business Operations
- Memo re: School Committee Meeting Dates
- Meeting minutes of June 18, 2013
- Memo from Pat Collins to the School Committee dated July 22, 2013
- Advisory Memorandum on FY14 School District Budgets
- Letter from United States Marine Corps First Sergeant Paul Jornet re: Marine Corps Cadet Leadership Course at Camp Outdoor Odyssey, August 4-10, 2013
- Copy of New Superintendents Induction Program Framework
- Proposed Assabet Valley Regional Vocational School District Organizational Chart
- Proposed job description for Assistant Principal
- Memo from Pat Collins, dated July 30, 2013, re: Posting of Vacancy
- Memo from Pat Collins dated July 30, 2013 re: School Building Committee
- Copy of the MASC Member Handbook