

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

April 7, 2015

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 6:30 PM by the Chair. Members present were Ms. Ross, Mr. Charbonneau, Ms. Simms George, Mr. Valarioti, and Ms. Ryan. Mr. George arrived at 7:45 PM. Mr. Denman was absent. Also present were Mr. Houle, 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 March 17, 2015 as presented. The motion was passed unanimously.

BILLS AND PAYROLL:

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve Warrant Nos. 1099-1107, 5431-5435, 22 and 23. The motion was passed unanimously.

AUDIENCE

Ellen Santos, Director of the LPN Program, was present to show a movie for the Massachusetts Action Coalition Commission encouraging furthering education in nursing. Ms. Ryan made a suggestion that the 19 vocational schools with nursing programs attend the MASC Day on the Hill on April 29th to promote the program. Members received information in their mailed packets that explains the program.

STUDENT REPRESENTATIVE REPORT

Christina Skavicus, student representative, was present to give an update on recent and upcoming student activities.

EXECUTIVE SESSION

At 6:50 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 contract negotiations and approval of meeting minutes. The motion was passed unanimously. It was noted that the Committee would be returning to regular session.

At 7:25 PM, a motion was made by Ms. Simms George and seconded by Ms. Ross to go out of Executive Session and return to regular session. The motion was passed unanimously.

NEW BUSINESS

Members discussed the Superintendent-Director's evaluation. Members will come up with questions and forward them to Mr. Houle for preparation of a questionnaire. Member consensus was to develop some Superintendent goals as well.

Members who attended the NSBA conference in Nashville distributed a report on the conference. They distributed handouts that outlined their experience at the conference with some

sample items. Ms. Simms George suggested that the Committee build a member handbook similar to the sample she got at the conference.

Mr. George arrived at 7:45 PM.

Mr. Stockbridge was present on behalf of Units A and B to discuss contract ratification. His feeling was that a handwritten, modified version of the contract could not be signed without consulting with the Executive Board. Mr. Houle made a recommendation that the Committee ratify the contracts without the handwritten changes and then a side letter agreement will be formulated and presented at the next meeting reflecting the suggested clarifications.

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the FY16-FY18 contract agreement between the school district and Unit A as presented. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

A motion was made by Ms. Simms George and seconded by Mr. Valarioti to approve the FY16-FY18 contract agreement between the school district and Unit B as presented. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the Side Letter Agreement between the District School Committee and Unit A regarding electronic gradebook. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

A motion was made by Mr. George and seconded by Ms. Ross to authorize the chair to sign Units A and B contracts for FY16-18 and to sign the Side Letter Agreement on behalf of the School Committee. The motion was passed by a vote of 6-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

The documents were signed by Ms. Ryan and Mr. Stockbridge.

Mr. Stockbridge thanked the Committee for their work on the contract negotiation process. Mr. Stockbridge left the meeting

Members discussed the cancellation of the April 21 School Committee meeting. Consensus was to cancel the meeting. The next School Committee meeting is scheduled for May 6, 2015, following the Program Advisory Dinner.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Houle discussed his mailed report as follows:

- FY16 Budget Meetings - Discussion of meetings held so far and what meetings are upcoming.
- 3-5 Year Strategic Planning Committee - Discussion of how the committee should move forward.

- Chapter 74 Regulations Amendments Update - Amendments have been made to the regulations. Discussion of how some of the amendments can possibly impact Assabet Valley.
- AV Mobile App – The mobile app launched one week ago. Numbers of views were reviewed. Mr. Charbonneau recommended that the app be marketed to incoming students in conjunction with Orientation Night.
- A recommendation was made by Mr. Houle that the District School Committee recognize vacancies and authorize the administration to post, advertise and fill positions as follows: Special Education Teacher (new position), half-time Art Teacher (new position), Mathematics Teacher (.5 is a new position), Technical Paraprofessional (new position, unfilled for FY15) and Long-Term Substitute Spanish Teacher (due to a medical leave). A motion was made by Mr. George and seconded by Ms. Ross to approve the recommendation. The motion was passed unanimously.
- MASC information for review. Members are to contact Joan if they intend to attend the Day on the Hill event.
- Legal update from MASC. Clarification on the arbitration issue was provided.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- FY15 Financial Report - Members received newly formatted financial reports in their meeting folders for review. Mr. Luoto explained the layout of the reports.
- Renovation Update - Mr. Luoto discussed the status of the project and what the expectations are at the end of the project. Tennis courts and basketball courts renovations have begun.

POLICY DEVELOPMENT

Members conducted a second reading of the Remote Participation Policy and Guidelines. A motion was made by Mr. George and seconded by Ms. Ross to approve the policy BEDL and BEDL-A. The motion was passed unanimously.

Members conducted a first reading of Policy GCBA, GCBB, Compensation - Professional Staff. A motion was made by Ms. Simms George and seconded by Mr. George to approve the first reading of the policy. The motion was passed unanimously.

Members received the Mandated Reporting Protocol procedure. This was a final copy for review purposes. No vote was necessary.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- Enrollment and recruitment - current enrollment numbers by town were reviewed.

- A request was made that a group of 13 students be permitted to travel out-of-state to Anaheim, California for the BPA National Leadership Conference May 5-10, 2015. A motion was made by Ms. Ross and seconded by Mr. George to approve the request. The motion was passed unanimously.
- A request was made to allow tenth grade Metal Fabrication and Precision Machine students to visit Portsmouth Naval Shipyard on April 30. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the request. The motion was passed unanimously.
- A request was made by the Skills USA advisors that the District School Committee allow 52 students, 2 advisors and 3 chaperones to attend the SkillsUSA State Conference in Marlborough from April 29 through May 2. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the request. The motion was passed unanimously.

COMMUNICATIONS

- Letter from the Marlborough Lions Club thanking Health Technologies for help scheduling the sightmobile
- Letter from the Department of Public Health announcing that the LPN program has been accredited
- Letter from DESE congratulating Mr. Houle as the new superintendent and informing him of the new superintendent induction program. Member consensus was to allow the superintendent to attend the program
- Article announcing the Corridor Nine education award winners
- Annual Audit Report and Management Letter

At 9:00 PM, a motion was made by Mr. Valarioti and seconded by Mr. Charbonneau 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 April 7, 2015

- Meeting Agenda dated April 7, 2015
- Proposed meeting minutes from March 17, 2015
- Memo from Mr. Houle to School Committee members dated April 7, 2015 re: Warrant
- Memo to the School Committee from Ellen Santos dated April 7, 2015
- Massachusetts Action Coalition In Brief publication
- Executive Session meeting minutes of March 17, 2015
- Proposed Unit A contract
- Proposed Unit B contract
- Appendix G: Lead Teachers, Coordinators and Intramural Salary Schedules
- Page 37 of the Unit A contract

- Page 22 of the Unit A contract
- Understanding the Key work of School Boards – An Overview
- Berlin (Connecticut) Board of Education Member Handbook
- Side Letter Agreement
- Side Letter Agreement as amended
- Memo from Mr. Houle to School Committee members dated March 30, 2015 re: Superintendent-Director’s Report to the School Committee
- Memo from Mr. Houle to School Committee members dated April 7, 2015 re: Posting of Vacancies
- LEGAL Bulletin dated March 10, 2015
- Day on the Hill program
- MASC Past Presidents’ Scholarship application
- MASC “2015 Forms You Need”
- Memo from Mr. Luoto to School Committee members dated April 1, 2015 re: Fiscal & Operations Update – April 7, 2015
- Percentage of Budget Spreadsheet as of 3/31/15
- Weekly Construction Progress Report dated 3/30/2015
- Spreadsheet, FY2015 Assabet Valley Revolving Fund Financial Report as of March 31, 2015
- Proposed Policy BEDL, Remote Participation Policy and Guidelines
- Authorization form to Utilize Remote Participation
- Protocol for Instances of Abuse or Neglect
- Memo from Mr. Hollick to School Committee members dated March 30, 2015 re: Principal’s Report for April 7, 2015
- Enrollment by Town Spreadsheet dated 03/17/2015
- Application Status 15-16 as of 3/17/2015
- Application status 15-16 as of 4/7/2015
- Letter to School Committee members from Mr. Hollick dated March 30, 2015
- Memo from Mary Miller, BPA Advisor, to School Committee members, dated 3/18/2015 re: BPA – National Leadership Conference
- Copy of email from Joan Brown from Chief Mansfield, dated 4/7/2015 re: metal fab, machine shop requesting out-of-state field trip
- Memo from Bruce Long and Kerri Baltramaitis to School Committee members dated April 7, 2015
- Letter from the Marlborough Lions Club thanking Health Technologies for help scheduling the sightmobile
- Letter from the Department of Public Health announcing that the LPN program has been accredited
- Letter from DESE congratulating Mr. Houle as the new superintendent and informing him of the new superintendent induction program.
- Article announcing the Corridor Nine education award winners
- Annual Audit Report and Management Letter