

**ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE**

June 2, 2015

The School Committee met in regular session on the above date in the Epicurean Room. The meeting was called to order at 6:30 PM by the Chair. Members present were Ms. Ryan, Ms. Ross, Mr. Valarioti, Mr. Charbonneau and Ms. Simms George. Mr. Denman arrived at 6:45 PM and Mr. George arrived at 7:00 PM. 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 meeting minutes of May 19, 2015 as presented. The motion was passed unanimously.

**BILLS & PAYROLL**

A motion was made by Ms. Simms George and seconded by Mr. Valarioti to approve Warrant Nos. 1126-1129, 5433, 5444 and 27. The motion was passed unanimously.

**STUDENT REPRESENTATIVE REPORT**

Student representative Christina Skavicus was present to give an update on student activities.

Mr. Denman arrived at 6:45 PM.

**AUDIENCE**

Mr. Mangsen and members of the General Advisory Committee were present to give their end of year report.

Verbal reports were given by Advisory Committee members of the accomplishments made during the year and the needs of some of the shops (Auto Collision, Design & Visual, Electrical Wiring, HVAC, and Precision Machine). Members will review the remaining shop reports. Members will be informed of all Advisory Committee meetings to enable them to attend when they would like.

Mr. George arrived at 7:00 PM.

Mr. Houle suggested a School Committee liaison to the General Advisory Committee.

**REORGANIZATION OF THE DISTRICT SCHOOL COMMITTEE**

Mr. Houle took over the Chair and opened the nominations for Chair of the District School Committee.

Nominations were opened for the position of Chair of the District School Committee. Mr. George nominated Mrs. Ryan for Chair of the District School Committee. Nominations were closed. The secretary cast one vote for Mrs. Ryan for Chair of the District School Committee.

The District School Committee voted unanimously to appoint Mrs. Ryan as Chair of the District School Committee.

Mrs. Ryan took over the Chair.

Nominations were opened for the position of Vice-Chair of the District School Committee. Mr. Valarioti nominated Mr. George for Vice-Chair of the District School Committee. Nominations were closed. The secretary cast one vote for Mr. George for Vice-Chair of the District School Committee. The District School Committee voted unanimously to appoint Mr. George as Vice-Chair of the District School Committee.

Nominations were opened for the position of Secretary of the District School Committee. Mr. George nominated Mr. Valarioti for Secretary of the District School Committee. Nominations were closed. The Chair cast one vote for Mr. Valarioti for Secretary of the District School Committee. The District School Committee voted unanimously to appoint Mr. Valarioti as Secretary of the District School Committee.

### **SUPERINTENDENT-DIRECTOR REPORT**

Mr. Houle discussed his mailed report as follows:

- Representative Hannah Kane will visit Assabet Valley on Friday, June 5. Mr. George and Ms. Ross will be present to have lunch and take a building tour with the representative.
- Strategic Planning Committee – Update on the Committee’s activities.
- Knox Trail Council Visit - Members of the council came to Assabet Valley for a visit and to discuss potential collaborations and partnerships/implementation of a merit badge university. More information will follow after their next meeting.

### **DIRECTOR OF BUSINESS OPERATIONS REPORT**

Mr. Luoto distributed his report to members and discussed as follows:

- Moody's Investor Service - Rating Call - Results from the sale of the bond should be available by June 16. Members should be able to sign the papers at the June 16 meeting.
- Cafeteria, childcare and maintenance Wage Scale vote – Discussion and vote on this were postponed until after receipt of the MASBO report. It should be ready for the June 16 meeting.
- Maintenance - Proposal for 1 FTE (Senior Mechanic) - Gregg Lefter was present to give an overview of the expectations of the position. Members reviewed the proposed job description and asked for more detail to be added to the job description.
- Members conducted a first reading of the job description for Senior Mechanic, as amended. A motion was made by Ms. Simms George and seconded by Mr. Denman to approve the first reading of the job description as amended. The motion was passed unanimously.

- A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the addition of a Maintenance FTE person, and to authorize the Administration to post, advertise and fill the position. The motion was passed unanimously.

## **POLICY DEVELOPMENT**

Mr. Houle gave members an update on the MASC policy development process. The representative from MASC will attend the June 16 meeting to give a presentation and perhaps sign a contract for services. Financial requirements were also discussed.

## **PRINCIPAL'S REPORT**

Mr. Hollick discussed his verbal report as follows:

- Update from Mr. Houle on the Commission for District and School Accountability (CDSA) visit
- Mr. Hollick reported on the exit interview comments and findings.
- Review of the groups who were interviewed and the locations they visited.
- Mr. Hollick discussed the areas where the group identified weaknesses

Mr. Valarioti left the meeting at 8:45 PM.

Ms. Simms George asked for feedback and a potential corrective action plan from the administration after receipt of the final report from the CDSA.

## **PERSONNEL MATTERS**

Subcommittee of Mr. Charbonneau and Ms. Simms George reviewed the Treasurer and Assistant Treasurer job descriptions and position responsibilities. Ms. Simms George noted that their recommendation is that the Assistant Treasurer should be overseen by the Treasurer and the Business Manager and both should evaluate the employee accordingly.

A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to establish a solid line from the Assistant Treasurer to the Business Manager and a dotted line to the Treasurer on the District Organization Chart. The motion was withdrawn.

A motion was made by Mr. George and seconded by Mr. Denman to separate the positions of Assistant Treasurer and Bookkeeper. The motion was passed by a vote 5-0. Voting in favor of the motion were Mr. George, Mr. Denman, Mr. Charbonneau, Ms. Ross and Ms. Ryan. Ms. Simms George abstained.

A motion was made by Mr. George and seconded by Ms. Ross to rename the position of Bookkeeper to Senior Accountant with the position reporting to the Director of Business Operations. The motion was passed unanimously.

The job description for Senior Accountant will be brought to the June 16 meeting. A job description and stipend recommendation for the position of Assistant Treasurer will be brought to the June 16 meeting.

**COMMUNICATIONS**

- MASC early bird special information for the Joint Conference

At 9:40 PM, a motion was made by Ms. Ross and seconded by Mr. George to go into Executive Session for the purpose of discussing administrative contracts and salaries. The motion was passed unanimously. It was noted the committee would not be returning to regular session.

At 10:10 PM, a motion was made by Ms. Simms George and seconded by Mr. 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.

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Joseph A. Valarioti, Secretary

**Accompanying Paperwork – School Committee Meeting of June 2, 2015**

- Meeting Agenda dated June 2, 2015
- Proposed meeting minutes from May 19, 2015
- Memo from Mr. Houle to School Committee members dated June 2, 2015 re: Warrant
- Packet of Advisory Committee Reports
- Re-Organization Format of District School Committee
- Superintendent-Director's Report to the School Committee
- Memo from Mr. Luoto to School Committee members dated June 2, 2015 re: Fiscal and Operations Update
- Moody's Investors Service Ratings Report
- Custodial Salary Schedules
- Senior Maintenance Job Description
- Day Care Salary Schedule
- Childcare Program Fiscal Overview
- MASC Memo dated May 26, 2015 re: special "End of Year" Conference Savings