

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

October 20, 2015

The School Committee met in regular session on the above date in the School Committee Conference Room. The meeting was called to order at 6:40 PM by the Chair. Members present were Mr. Valarioti, Ms. Ryan, Ms. Simms George, Mr. Denman, and Ms. Ross. Mr. George arrived at 7:10 PM. Mr. Charbonneau 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 meeting minutes of September 22, 2015 as presented. The motion was passed unanimously.

BILLS AND PAYROLL:

A motion was made by Mr. Valarioti and seconded by Ms. Ross to approve Warrant Nos. 11-12, 1025, 1027-1029, 1031-1036, 5468-5469. The motion was passed unanimously.

STUDENT REPRESENTATIVE REPORT

Student Representative Mitchell Lutz was present to give a report on student activities. He was thanked and he left the meeting.

SUPERINTENDENT-DIRECTOR'S REPORT

Meetings with town officials - meetings were conducted with all member towns to discuss budget information, improved communication and the renovation project.

Strategic Planning Committee - the Strategic Planning Committee voted on goals and set a meeting schedule for the remainder of the school year. Minutes of the meeting were included in School Committee packets.

ACTE Conference Update - Eight staff members will be attending, members and administrators discussed who will be going. It will be recommended that the attendees come back to the School Committee and give a presentation of their experience and what they learned at the conference.

Assabet After Dark Reorganization – Carolyn Madzar, Director of Continuing Education was present to give a Powerpoint presentation of Continuing Education statistics and a proposal for reorganization of the department.

MAVA Connecting for Success Conference – Mr. Houle informed the committee that the conference will be returning to Assabet Valley after a hiatus due to the building project. The dates of the conference are June 27-30, 2016.

Members received copies of the AV Collaborative Board meeting dates and schedule, draft goals for the Collaborative and the Superintendent Entry Plan.

DIRECTOR OF BUSINESS OPERATIONS REPORT

FY17 Budget Development - Members received a binder of the FY17 Superintendent-Director's Recommended Budget. Mr. Luoto reviewed a Powerpoint presentation that members received in their packets.

Mr. George arrived at 7:10 PM.

Ms. Ryan made a request for members to be provided with actual numbers and a "cheat sheet" to assist them in answering questions from their community members.

2016 Retiree Health Insurance Plan - Senior Plan Renewal - The Insurance Advisory Committee recommended the 2016 Senior Plan Renewal as presented to members in their packets. Three plans are offered at 50%-50%.

A motion was made by Mr. George and seconded by Mr. Valarioti to approve the 2016 Retiree Health Insurance Rates as described in the document labeled AVRSD – Senior Plan Renewals Effective January 1, 2016, as recommended by the Insurance Advisory Committee. The motion was passed unanimously.

PRINCIPAL'S REPORT

Student Enrollment – information was provided for grades 9-12. Members received a chart in their packets.

Student Services/Guidance – information was distributed and discussed regarding upcoming events in the Guidance Department.

School Events - Grand Re-Opening events and expected attendees were discussed.

Out of State/Overnight Travel – members received an update on the European Quartet trip scheduled for February 2016.

PERSONNEL

Members reviewed the job description for Receptionist for the Adult Continuing Education Department. A motion was made by Mr. George and seconded by Ms. Ross to approve the job description. The motion was passed unanimously.

A motion was made by Mr. George and seconded by Ms. Ross to authorize the administration to post, advertise and fill the position of part-time receptionist as a result of resignation and reorganization in the ACE department. The motion was passed unanimously.

COMMUNICATIONS

- Letter from PSW re: appointment for a two-year term on the Career Center Initiative Board
- Metrowest News article re: pumpkinfest
- Metrowest News article re: AV grand re-opening
- Metrowest News article re: JROTC 5K benefit

NEW BUSINESS

Members discussed future conference attendance and whether a vote needs to take place prior to member attendance. Consensus was that a vote should be required for School Committee member attendance at any conference.

Members discussed attendance at the Joint Conference and what accommodations and meal reservations are needed.

A motion was made by Ms. Ross and seconded by Mr. George to authorize members to attend the MASS/MASC Joint Conference in November. The motion was passed unanimously.

Members discussed attendance at the NSBA conference to be held in Boston in April. Most members indicated they are interested in attending, more information will be made available. A motion was made by Mr. George and seconded by Ms. Simms George to authorize members to attend the NSBA conference in Boston in April. The motion was passed unanimously.

Members discussed possible attendance at the ACTE Conference. Consensus around the table was that interested members should be allowed to attend on a rotating basis. A motion was made by Mr. Valarioti and seconded by Mr. Denman to authorize Mr. George to attend the 2015 ACTE conference on behalf of the School Committee. The motion was passed by a vote of 4-2. Voting 'yea' on the motion were Mr. Denman, Mr. Valarioti, Mr. George and Ms. Ryan. Ms. Ross and Ms. Simms George were opposed. Mr. George will give a January or February presentation on ACTE.

OLD BUSINESS

MASC/MASS meal and hotel confirmations were discussed and finalized.

A motion was made by Mr. Valarioti and seconded by Mr. Denman to change the voting delegate and backup delegate to Mr. Charbonneau and Ms. Ryan. The motion was passed unanimously. Mr. Houle will notify MASS/MASC of the change.

Members read and discussed the Resolutions put forth by the Resolutions Committee. Recommendations for the resolutions were:

- #1 - Yes
- #2 - Yes
- #3 - No
- #4 - Yes
- #5 - No

Ms. Ross left the meeting at 9:05

- #6 - Yes
- #7 - Delegate's choice
- Amendment #1 - No
- Amendment #2 - Yes

PROGRAM ADVISORY COMMITTEE

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to appoint Patricia Pope to the Practical Nursing Program Advisory Committee for a period of four years. The motion was passed unanimously.

Mr. Houle notified the School Committee of a parent appointment to the Health Technology Program Advisory Committee.

At 9:15 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 October 20, 2015

- Meeting Agenda dated October 20, 2015
- Proposed meeting minutes from September 22, 2015
- Memo from Mr. Houle to School Committee members dated October 20, 2015 re: Warrant
- Report from Mr. Houle to School Committee members dated October 13, 2015 re: Superintendent-Director's Report to the School Committee
- Minutes of the Strategic Planning Committee dated September 30, 2015
- Assabet Valley Collaborative 2015-2016 Board of Directors Schedule for Tentative Topics and Timelines
- Assabet Valley Collaborative Draft Goals 2015-2016
- Memo from Mr. Houle to the School Committee dated October 1, 2015 re: Superintendent Entry Plan
- Memo from Mr. Luoto to School Committee members re: Fiscal & Operations Update dated October 15, 2015
- Enrollment District Allocations of FY17 Budget
- Fy17 Budget Recap By Function Code
- Major Categories of Expense: FY13-FY17
- 2016 Senior Plan Renewal
- 2016 Senior Plan Renewal Summary
- Memo from Mr. Hollick to School Committee members dated October 14, 2015 re: Principal's Report for October 20, 2015
- Guidance Happenings 15-16
- Enrollment by Town Grades 9-12 October 1st by year
- Talk about Joining the Military
- MEFA Financial Aid Seminar
- Job description for Receptionist for Continuing Education
- Letter from PSW re: appointment for a two-year term on the Career Center Initiative Board
- Metrowest News article re: pumpkinfest
- Metrowest News article re: AV grand re-opening
- Metrowest News article re: JROTC 5K benefit
- Report of the Resolutions Committee
- Memo to Mr. Houle from Mr. Mangsen dated September 28, 2015 re: recommendation of a candidate (Patricia Pope) to the Practical Nursing Program Advisory Committee
- Letter of Intent from Patricia Pope
- Recommendation notice for Patricia Pope
- Memo to Mr. Houle from Mr. Mangsen dated September 22, 2015 re: recommendation of a parent candidate (Tracy Fossile) to the Health Technology Program Advisory Committee
- Letter of Intent from Tracy Fossile
- Recommendation notice for Tracy Fossile