

Minutes of February 9, 2016

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

February 9, 2016

The School Committee met in regular session on the above date in the School Committee Conference Room. The meeting was called to order at 5:45 PM by the Chair. Members present were Ms. Ryan, Ms. Simms George, Mr. Charbonneau, Ms. Ayers, Mr. Denman, Mr. George and Ms. Ross. Also present were Mr. Houle Mr. Luoto and Mr. Hollick.

EXECUTIVE SESSION

At 5:50 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau to go into Executive Session for purposes of discussing matters pertaining to Collective Bargaining.

At 6:47 PM, a motion was made by Mr. George and seconded by Ms. Ayers to go out of Executive Session and return to regular session. The motion was passed unanimously.

PUBLIC HEARING

At 6:48 PM, a motion was made by Mr. George and seconded by Ms. Ross to open the Public Hearing on the FY17 Final Operating and Maintenance Budget.

Members conducted a review of the FY17 Final Operating and Maintenance Budget.

At 7:12 PM, a motion was made by Ms. Simms George and seconded by Ms. Ayers to close the public hearing. The motion was passed unanimously.

APPROVAL OF MINUTES

A motion was made by Mr. Charbonneau and seconded by Mr. George to approve the January 5, 2016 meeting minutes 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 Warrant Nos. 18-20, 1069-1075, 1077-1084, 5493-5499. The motion was passed unanimously.

AUDIENCE

Alyssia Berghaus, Director of Pupil Personnel Services was present to give a Student Services update. A copy of the update was included in members' packets.

Russ Mangsen, Director of Technical Programs, was present to give an update on Career and Technical Education. He gave a PowerPoint presentation illustrating an overview of program updates.

Minutes of February 9, 2016

Rob McCann, Director of Academics, was present to give an overview of the proposed Program of Studies for 2016-2017. He reviewed a PowerPoint presentation of the changes/updates to the Program of Studies for the Academic Program. Russ Mangsen also gave an overview of the Technical Program portion of the Program of Studies.

A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the proposed Program of Studies for FY17 as presented. The motion was passed unanimously.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Houle discussed his mailed report as follows:

- FY17 Budget Meetings - Scheduled meeting dates were reviewed.
- River's Edge Arts Alliance - summer programming will be offered at Assabet Valley. There may be potential to expand this program with Assabet Valley students in the future.
- Framingham State University/Boston Children's Hospital - FS2 Food Study -
 - A flyer was distributed to members for review. Mr. Houle gave an overview of the nutritional study with potential for Assabet Valley students in various technical programs to participate.
- MA Skills Grant Submission - Submission of a \$213K granting regards to hydroponics research and sustainability through Farm to Table. Mr. Houle will keep the Committee updated.
- Marlborough Economic Development Council Collaboration - Grant Update - The grant application submitted by Assabet Valley was not chosen.
- AV's Brand Positioning Strategy - Discussion of this initiative and the process over a 12-week period. Mr. Houle is proposing starting the process as soon as possible.
- Mr. Houle informed the Committee that Ellen Santos is requesting a letter of support from the School Committee in the redesign of the LPN program's curriculum. A motion was made by Ms. Simms George and seconded by Ms. Ross to authorize chair to sign a letter on behalf of the School Committee to be drafted by Mr. Houle in support of the proposed LPN curriculum changes.

Minutes of February 9, 2016

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto reviewed his mailed report as follows:

- Members received a copy of the yellow Recommended Budget booklet that is used at town meetings. Mr. Luoto reviewed the assessments for members. A motion was made by Ms. Simms George and seconded by Ms. Ayers to accept the Fiscal Year 2017 Assessments as listed on Page 6 of the FY2017 Superintendent-Director Budget Book. The motion was passed by a 7-0 roll call vote. Voting 'yea' on the motion were Mr. George, Ms. Ayers, Ms. Simms George, Mr. Denman, Mr. Charbonneau, Ms. Ross and Ms. Ryan.
- FY2017 Health Insurance Rates - Discussion of the recommendation of the Insurance Advisory Committee for the 2017 health/dental insurance renewal.
- A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to accept the 3.9% increase proposed by Blue Cross/Blue Shield beginning July 1, 2016-June 30, 2017, as recommended by the Insurance Advisory Committee. The motion was passed unanimously.
- FY2016 Financial Outlook – Mr. Luoto gave an overview of the FY2016 (current year) financial outlook. He will have more information in March.
- FY2015 Audit - Overview of the audit process and the company who conducted the audit. Mr. Luoto requested that the Committee set a second meeting date in March to hear the audit presentation. The date of March 22 was set forth as a tentative meeting date for that purpose.
- OPEB Trust – Mr. Luoto would like to meet with the members of the Trust and discuss recommendations on investments for the OPEB money. A tentative meeting date for March 22 was proposed. Mr. Luoto will keep members informed as he contacts other Trust members for their availability.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- School Calendar - The proposed 2016/2017 calendar was presented for member review. A motion was made by Mr. George and seconded by Ms. Ross to approve the 2016-2017 school calendar as presented. The motion was passed unanimously.

Travel Requests

- A request was made for an out-of-state trip for FIRST Robotics to go to Manchester, NH for a season kick-off event on February 20, 2016. A motion was made by Ms. Ayers and seconded by Mr. George to approve the request. The motion was passed unanimously.

Minutes of February 9, 2016

- A request was made to allow a group of 16 Student Council members and 2 advisors to travel overnight to the Massachusetts Association of Student Councils annual spring conference in Hyannis, MA on March 9-11, 2016. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.
- A request was made to allow 4 chaperones and up to 40 students to take a College Road Trip through the Guidance Department to visits college campuses in New Hampshire on Thursday, April 7, 2016. A motion was made by Mr. Charbonneau and seconded by Ms. Ayers to approve the request. The motion was passed unanimously.
- A request was made to allow 34 students and a chaperone to attend the State Leadership Conference from Saturday, March 5, 2016 to Monday, March 7, 2016 in Framingham. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the request. The motion was passed unanimously.

PERSONNEL

Mr. Houle discussed the March 15 deadline for retirement notification and the sick leave buy-back program. Three retirement notices have been received.

A motion was made by Ms. Simms George and seconded by Ms. Ayers to authorize the administration to post, advertise and fill anticipated openings for English Teacher, Math Teacher and ELD Teacher/Parent Liaison subject to retirements. The motion was passed unanimously.

COMMUNICATIONS

- Article from the Worcester Telegram re: student Robert Downing on the Worcester Telegram & Gazette Super Team for golf.
- Article from the State House re: Gov. Baker looking to bolster voc-tech schools in budget, jobs bill
- Article from the Daily News re: Marlborough: Assabet proposes \$19.6M budget
- Article from the Community Advocate re: Hudson Rotary Club recognizes student achievers
- Ms. Ryan informed members that the MARS Legislative breakfast is on 3/18 at Nashoba - members should let Ernie know if interested
- Ms. Ayers informed the committee that on March 11, 2016, Grace Baptist Church in Hudson will be showing "If Only" a movie about the current opioid crisis

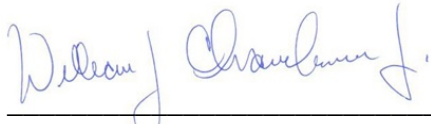
PROGRAM ADVISORY COMMITTEE

A motion was made by Ms. Ross and seconded by Mr. Charbonneau to appoint Laud Duncan to the Health Technology Program Advisory Committee and Dianne Plummer to the Design & Visual Communications Program Advisory Committee. The motion was passed unanimously.

Minutes of February 9, 2016

At 9:00 PM, a motion was made by Mr. George 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.

A handwritten signature in blue ink, appearing to read "William J. Charbonneau Jr.", is written above a horizontal line.

William J. Charbonneau Jr., Secretary

Accompanying Paperwork – School Committee Meeting of February 9, 2016

- Meeting agenda for Tuesday, February 9, 2016
- Proposed meeting minutes of January 5, 2016
- Memo to the School Committee from Mr. Houle dated February 9, 2016 re: Warrant
- Student Services Update 2016
- List of 2016-2017 Program of Studies changes for School Committee
- Proposed Program of Studies 2016/2017
- Memo to School Committee members from Mr. Houle dated February 3, 2016 re: Superintendent-Director's Report to the School Committee
- Eat well Advance Science flyer
- Memo from Mr. Luoto to School Committee dated February 3, 2016 re: Fiscal & Operations Update
- Fiscal Year 2017 Superintendent-Director's Recommended Budget
- Fy17 Chapter 70 Foundation Budget
- FY17 Chapter 70 Summary
- FY17 Chapter 70 Regional District Enrollment and Contributions by Member City or Town
- FY17 Chapter 70 Foundation Budget, FY 17 Determination of City and Town Total Required Contribution, FY17 Chapter 70 Apportionment of Local Contribution Across School Districts and FY Chapter 70 Summary for each member district
- Renewal Meeting Summary dated January 26, 2016 for Health Care Plan renewal
- FY2016 Fiscal Update
- Memo to School Committee from Mr. Hollick dated February 1, 2016 re: Principal's Report for February 9, 2016
- Proposed draft School Calendar for 2016/2017
- Memo to the School Committee from Mr. Hollick dated February 1, 2016 seeking out-of-state travel approval
- Copy of email from Cindy Zomar to Mark Hollick dated February 1, 2016 re out-of-state travel
- Memo to School Committee members from Mr. Hollick dated January 6, 2016
- Memo to Mr. Hollick from Frank Ferreer
- Letter to Mr. Hollick from Maki Faria dated
- Letter from Mary Miller, BPA Advisor to the School Committee dated February 9, 2015, re: BPA – State Leadership Conference
- Article from the Worcester Telegram re: student Robert Downing on the Worcester Telegram & Gazette Super Team for golf.
- Article from the State House re: Gov. Baker looking to bolster voc-tech schools in budget, jobs bill
- Article from the Daily News re: Marlborough: Assabet proposes \$19.6M budget
- Article from the Community Advocate re: Hudson Rotary Club recognizes student achievers
- Memo from Mr. Mangsen to Mr. Houle dated February 1, 2016 recommending a candidate to the Health Technology Program Advisory Committee
- Letter of Intent from Laud Duncan

Minutes of February 9, 2016

- Memo from Mr. Mangsen to Mr. Houle dated February 1, 2016 recommending a candidate to the Design & Visual Communications Program Advisory Committee
- Letter of Intent from Dianne Plummer