

**ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE**

March 8, 2016

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order by the Chair at 6:30 p.m. Members present were Mr. Charbonneau, Ms. Simms George, Ms. Ayers, Mr. George and Ms. Ryan. Mr. Denman and Ms. Ross were absent. Also present were Mr. Houle, Mr. Hollick and Mr. Luoto.

**APPROVAL OF MINUTES**

A motion was made by Mr. George and seconded by Ms. Simms George to approve the regular session meeting minutes of February 9, 2016, as presented. The motion was passed unanimously.

**BILLS AND PAYROLL**

A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve Warrant Nos. 21-22, 1085-1097, and 5500-5504. The motion was passed unanimously.

**AUDIENCE**

Students and their advisor (Sarah McCann) who went on the recent trip to Europe, were present to give an overview of the trip. The blog from the trip was shared with members. They were thanked and they left the meeting.

Kelly Viera, clinical coordinator of the CARES program, was present to give an overview of the program. She distributed a handout to members, and reviewed a PowerPoint presentation reflecting data points of the program.

Jen Gadowski representing the JROTC Parents' Auxiliary was present to discuss some concerns regarding the JROTC program's need for a second instructor. Ms. Gadowski read a statement outlining her concerns and requested that the school hire a second instructor. She was thanked and she left the meeting.

Russ Mangsen was present to discuss a proposal of a Chapter 74 TV-Media program. Members received a handout and Russ reviewed the presentation.

A recommendation was made by Mr. Houle that the District School Committee authorize the administration to continue with the application process towards implementation of a TV-Media program for 2017 and return to the School Committee with final data requested by the end of the school year. A motion was made by Ms. Simms George and seconded by Ms. Ayers to approve the recommendation. The motion was passed unanimously.

## **SUPERINTENDENT-DIRECTOR'S REPORT**

Discussion of the building threat found on March 7. Mr. Houle thanked the administration for their support and assistance with the situation. Ms. Simms George commended the administration on their handling of communication regarding the situation.

Mr. Houle discussed his mailed report as follows:

- FY17 Budget Meetings – Members heard an update on the status of meetings in each community.
- River's Edge Arts Alliance – A possible performance of the Nutcracker at Assabet Valley in conjunction with the organization is being explored.
- MA Skills Grant Submission - AV was awarded the MA Workforce Skills Capital Grant from the Baker-Polito Administration.
- Superintendent-Director's Goals Update - Members received a copy of the Superintendent-Director Evaluation Evidence 2015-16 document. More information will be shared on a Google document for group review. Mr. Houle gave an overview of the handout in relation to his goals.
- The recent visit to the school by Representative Naughton was discussed by those who were in the building for the visit.

## **DIRECTOR OF BUSINESS OPERATIONS**

Mr. Luoto discussed his mailed report as follows:

- FY15 Excess & Deficiency (E&D) Fund - DOR Certified - members received a copy of the communication from the Department of Revenue.
- Other Post-Employment Benefits (OPEB) Trust - members will meet on March 22 at 5:30 p.m., prior to the School Committee meeting.
- FY16 Financials - Members received a copy of the FY2016 Assabet Valley General Fund Financial Report as of March 3, 2016 for review. The report will be discussed in depth at the March 22 School Committee meeting. Ms. Ryan requested an average of the district's cash available account on a daily basis.
- Review of the incident of theft at Northborough-Southborough public schools and what processes are in place to keep anything similar from happening in the Assabet Valley district.

**PRINCIPAL'S REPORT**

Mr. Hollick discussed his mailed report as follows:

- SkillsUSA District Competition - results of this years' District Competition held on February 24, 2016 at Keefe Tech were reviewed.
- Out-of-State Travel Request - Approval requested for four travel requests:
  - The Computer Web Design Program is requesting a day trip to East Greenwich, CT on March 29, 2016 to learn about future careers in Computer Programming and Web Development. A motion was made by Ms. Simms George and seconded by Mr. George to approve the request. The motion was passed unanimously.
  - A request was made that the School Committee approve travel to a pre-season baseball tournament in Mashpee, MA on April 2-3, 2016. A motion was made by Mr. Charbonneau and seconded by Mr. George to approve the request. The motion was passed unanimously.
  - The FIRST Robotics team requested approval to travel to the regional finals in Hartford, CT April 14-16, 2016. A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve the request, subject to the team's qualification for the finals. The motion was passed unanimously.
  - A request was made that the School Committee approve a Learn and Serve trip to Cherryfield, ME April 15-19, 2016. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.

Mr. Hollick also updated the committee on five more updates since his report was completed:

- Bowling team – The “A” team finished second in the state tournament. The School Committee asked that the Superintendent prepare a letter of School Committee appreciation to the team for Ms. Ryan to sign on behalf of the committee.
- An update on the wins of the competition team for cheerleading.
- The Business Professionals of America state competition results were relayed to the School Committee.
- The hockey team has qualified for the state semi-finals.
- The National Honor Society induction ceremony was held on March 8, 2016.

## **PERSONNEL**

Mr. Houle recommended that the District School Committee authorize the administration to post, advertise, and fill the position of Special Education Teacher due to a retirement. A motion was made by Ms. Simms George and seconded by Mr. George to approve the recommendation. The motion was passed unanimously.

## **COMMUNICATIONS**

- Article from the Marlborough Patch re: Assabet's AD Gets Massachusetts Women in Athletics Distinguished Service Award
- Article from Marlborough Wicked Local re: Assabet Valley Regional Technical High School to host Easter Brunch
- Article re: Maynard students win silver medals at SkillsUSA District competition
- Article from the MetroWest Daily News re: High schoolers from Assabet and Blackstone compete in Ashland car tech test
- Article from the Marlborough Patch re: Marlborough Student Places Big in Auto Competition
- Copy of thank you note sent by Mr. Houle to the Governor's office
- Ms. Ryan reminded members of the Division IV program on Saturday, March 12 at Assabet Valley

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

---

William J. Charbonneau Jr., Secretary

Accompanying Paperwork – March 8, 2016

- Meeting agenda – Revised – dated March 8, 2016
- Proposed meeting minutes of February 9, 2016
- Memo to the School Committee from Mr. Houle dated March 8, 2016, re: Warrant
- Handout – Assabet Valley Cares
- Chapter 74 Program Implementation Plan
- Superintendent-Director’s Report to the School Committee date March 2, 2016
- Superintendent-Director Evaluation Evidence 2015-16
- Memo from Mr. Luoto to the School Committee dated March 1, 2016 re: fiscal & Operations Update – March 8, 2016
- FY2016 Assabet Valley General Fund Financial Report as of March 3, 2016
- Memo from Mr. Hollick to the School Committee dated March 1, 2016 re: Principal’s Report for March 8, 2016
- Memo to School Committee members dated September 14, 2016
- Letter to School Committee members from Steven Pleau dated February 9, 2016
- Bus Policy from NEIT
- Letter to School Committee members from Mr. Hollick dated February 23, 2016
- Letter to parents from the baseball team head coach John Silk
- Letter to School Committee members from Mr. Hollick dated February 22, 2016
- Email to Mark Hollick from Cindy Zomar dated February 11, 2016, re: One more possible FIRST trip
- Letter from Mr. Hollick to School Committee members dated February 26, 2016
- Letter from Melissa Couture & Maki Faria to Mr. Hollick dated February 26, 2016
- Article from the Marlborough Patch re: Assabet’s AD Gets Massachusetts Women in Athletics Distinguished Service Award
- Article from Marlborough Wicked Local re: Assabet Valley Regional Technical High School to host Easter Brunch
- Article re: Maynard students win silver medals at SkillsUSA District competition
- Article from the MetroWest Daily News re: High schoolers from Assabet and Blackstone compete in Ashland car tech test
- Article from the Marlborough Patch re: Marlborough Student Places Big in Auto Competition
- Copy of thank you note sent by Mr. Houle to the Governor’s office
- Ms. Ryan reminded members of the Division IV program on Saturday, March 12 at Assabet Valley