

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

April 12, 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 6:35 p.m. Members present were Mr. Charbonneau, Ms. Simms George, Ms. Ayers, Mr. George, Ms. Ross and Ms. Ryan. Mr. Denman was absent. Also present were Mr. Houle, Mr. Hollick and Mr. Luoto.

APPROVAL OF MINUTES

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the regular session meeting minutes of March 8, 2016, as presented. The motion was passed unanimously by members present at the March 8 meeting. Ms. Ross voted present.

BILLS AND PAYROLL

A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve Warrant Nos. 23, 24, 1098-1111, 5505-5509. The motion was passed unanimously.

AUDIENCE

Ellen Santos was present to review the proposed 2016-2017 Practical Nursing Program Handbook. She explained the policy changes to be made to the program and reviewed the revisions to the handbook for 2016-2017.

A motion was made by Mr. George and seconded by Ms. Ross to approve the proposed changes to the 2016-2017 Practical Nursing Program Handbook. The motion was passed unanimously.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Houle distributed his mailed report as follows:

- FY17 Budget and Town Meetings - update on meetings that have been attended and the budget has been approved.
- Senator Eldredge's Senior Health Conference - notification of the conference to be held as Assabet Valley on April 21, 2016 after a 2-year hiatus.
- Final commissioning of the building project is to be conducted on April 19 – the building and grounds will be closed.
- AVTE Legislative and Advocacy Day - held on March 29 at the State House in Boston. Information on the brochure included in members' packets.
- "If Only" Movie Premiere at Grace Chapel – Members of the administration attended the premier which also included a discussion of opiate addiction.

- JROTC (MCNDCC) Program – an update on the program and the expected direction of the program was discussed.
- Marlborough Chamber of Commerce Meeting at AV - Their monthly meeting was held at AV on March 29. A copy of an advertisement for AV that will be in their directory was distributed to members.
- A copy of a summer programs postcard was distributed to members along with a handout outlining all the summer programs to be held on campus during the summer.
- Mr. Houle distributed and discussed statistics of acceptance for 8th grade students.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- FY15 Audit - Members received a copy of the audit. The auditors will attend the May 4 School Committee meeting and members will receive a management letter on that date.
- Athletic Field Renovation Update - A PowerPoint presentation of a proposal for renovation of the existing track & field, parking lot, grandstands and associated improvements at Assabet Valley was reviewed. Members received a proposed contract copy. Discussion of a timeline followed.

A motion was made by Mr. George and seconded by Ms. Simms George that the District School Committee authorize the Administration to appropriate a sum not to exceed \$179,000 (to be taken from the revolving out-of-district tuition account) for Landscape Architectural Services for the renovation of the existing track & field, parking lot, grandstands and associated site improvements at Assabet Valley. The motion was passed unanimously.

- MASBO Food Service Operations Review - Members received a copy of the review in their packets. Discussion followed regarding the changes made and how the changes have affected revenue. More changes are expected to be implemented going forward.
- Mr. Luoto distributed a handout regarding the proposal for a new greenhouse. A motion was made by Ms. Simms George and seconded by Mr. George to authorize the Administration to appropriate an amount not to exceed \$50,000 (from the revolving account, out-of-district tuition) to fund design, drawings, and specifications for a greenhouse. The motion was passed unanimously.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- Recruitment and enrollment update – members reviewed enrollment and application statistics.
- Student recognized by MACWIC - discussion of the student recognized and honored by the Massachusetts Association of Vocational Administrators.
- Spring Musical Production – discussion of the success of the recent “Guys and Dolls” production.
- Graduation Ceremony for the Class of 2016 – Graduation will be held on June 4, 2016 at the DCU Center in Worcester at 11:00 a.m. Members should let Mr. Hollick know if they plan to attend.
- Out-of-State or Overnight Travel Requests
 - A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve a trip for the Business Professionals of America to attend the National Competition in Boston from May 5-9, 2016. The motion was passed unanimously.
 - A motion was made by Mr. George and seconded by Ms. Ayers to approve a request by SkillsUSA to attend the State Competition in Marlborough from April 27-30, 2016. The motion was passed unanimously.
 - A motion was made by Ms. Simms George and seconded by Ms. Ross to approve a request made by the Travel Club to go to Athens, Greece and the Greek Islands during a school vacation in 2018. The motion was passed unanimously and was conditional upon School Committee review 2 months prior to the scheduled departure date.
 - A motion was made by Mr. Charbonneau and seconded by Ms. Ayers to approve a request made by the Business Technologies Program to travel to Bryant University in Smithfield, RI on May 13, 2016 for an information session and tour of the campus. The motion was passed unanimously.
- The Program Advisory Dinner will be held on May 4. Mr. George has been nominated for the Hall of Achievement.

PERSONNEL

A motion was made by Mr. Charbonneau and seconded by Ms. Ross to authorize the Administration to post, advertise and fill teaching positions for Reading, Special Education and Social Studies as a result of anticipated retirements. The motion was passed unanimously.

COMMUNICATIONS

- Wicked Local news article re: Assabet Valley's math team No. 1 in division
- Wicked Local news article re: State Rep. Hannah Kane congratulates Assabet Valley on grant
- Wicked Local news article re: Hudson students place in Boston Society of Civil Engineers Section competition
- News article re: Assabet Valley students inducted into National Honor Society
- Community Advocate news article re: Assabet's SkillsUSA enables students to take job skills a long way
- News article re: Recognizing Joe V
- Letter from the Commonwealth of Massachusetts Executive Office of Health and Human Services re: LPN program's Full Approval Status
- Letter from the Assabet Valley Collaborative thanking the Culinary Arts program for items made for their Open House celebration
- News article re: Students inducted into Engineering Academy
- News article re: Assabet Valley BPA students bring home medals
- News picture of Assabet Valley cheerleaders
- Marlborough Enterprise news article re: Assabet Valley students inducted into National Honor Society
- News article re: Marlborough student honored by MACWIC
- News photo re: Easter Bunny visits Assabet
- Main Street Journal news article re: Hands-on training
- News photo of Assabet Valley juniors from the health technologies program at Coleman House
- News photo of State Rep. Harold Naughton Jr. greeting JROTC students
- News article re: Assabet teams rank in Worcester County Mathematics League
- News article re: Assabet Valley receives Workforce Skills Capital Grant
- News photo of Ten Assabet students advance to BPA nationals
- News photo and write-up of Bridge-makers
- News article re: Assabet's Riley receives honor
- Community Advocate news article re: Assabet's SkillsUSA enables students to take job skills a long way
- Main Street Journal article re: Another honor for Assabet's Terry Riley
- News article re: Assabet Academy Growing
- News article re: Assabet students tour WBZ studio
- News article re: College level course program for high school students
- News photo of Assabet Valley cheerleaders
- News photo and article re: Assabet places third in bridge design competition
- Marlborough Enterprise article re: School to receive \$231K grant for greenhouse
- News article re: Serious green for hydroponics
- News article re: Note causes school lockdown
- News article re: Assabet Tech students claim fifty-one medals
- News photo re: Hudson and Assabet skate into postseason
- News photo and article re: Assabet receives \$213K vocational grant
- News article re: Assabet Tech receives grant for greenhouse
- News articles re: Evening Cosmetology program
- News photos and write-up re: Raising the Roof
- Main Street Journal article and photo re: Assabet students get a lesson on the federal budget
- Article and photo re: Grand champions!

- Division VIII meeting on April 30

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 – April 12, 2016

- Meeting agenda – Revised – dated April. 12, 2016
- Proposed meeting minutes of March 8, 2016
- Memo from Mr. Houle to School Committee members, dated April 12, 2016, re: Warrant
- AVRTS-PNP Handbook Revisions 2016-2017
- Memo to School Committee members from Mr. Houle dated April 7, 2016 re: Superintendent-Director's Report to the School Committee
- Summer program outline by Mr. Houle dated April 4, 2016
- Ad, re; Providing quality career and technical education for students in grades 9-12 since 1973
- Copy of postcard mailing re: Summer Programs return to Assabet Valley
- Superintendent-Director Evaluation Evidence #2 2015-2016
- Alliance for Vocational Technical Education
- Memo from Mr. Houle re: Marlborough Chamber Meeting 3/29/16
- Huntress Associates Proposal for Professional Services
- Perkins Eastman DPC Proposal
- Memo from Mr. Luoto to School Committee dated April 6, 2016 re: Fiscal & Operations Update
- Memo from Mr. Hollick to School Committee dated April 2, 2016 re: Principals' Report for April 12, 2016
- Application spreadsheet
- Application Status 16-17
- Enrollment by Town for Assabet Regional High School
- Memo to School Committee from Mr. Hollick dated March 18, 2016
- Memo to School Committee from Mary Miller dated March 17, 2016 re: BPA – National Leadership Conference
- Memo to School Committee from Mr. Hollick dated March 4, 2016
- Memo to School Committee from Bruce Long and Kerry Baltramaitis dated March 4, 2016
- Memo to School Committee from Mr. Hollick dated March 4, 2016
- Letter to Mr. Hollick from Donna Groccia dated April 6, 2016
- Memo to School Committee from Mr. Hollick dated March 11, 2016
- Copy of email from Ms. McCann to Mr. Hollick dated March 10, 2016
- Wicked Local news article re: Assabet Valley's math team No. 1 in division
- Wicked Local news article re: State Rep. Hannah Kane congratulates Assabet Valley on grant
- Wicked Local news article re: Hudson students place in Boston Society of Civil Engineers Section competition
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