

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

May 4, 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 8:00 p.m. Members present were Mr. Charbonneau, Ms. Simms George, Ms. Ayers, Mr. George, and Ms. Ryan. Ms. Ross and Mr. Denman were 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 meeting minutes of April 12, 2016 as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Ms. Simms George and seconded by Ms. Ayers to approve warrant numbers 25-26, 1112-1119, and 5510-5514. The motion was passed unanimously.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- FT15 Audit - Auditors Bob Brown and Sean Desorcy from R.E. Brown & Company were present along with Betsy Manning to give a presentation on the audit and issue the management letter for member review and approval. A motion was made by Mr. George and seconded by Ms. Simms George to receive the auditor's report. The motion was passed unanimously. The auditors and Betsy were thanked and they left the meeting.
- Childcare Rates and School Lunch Vote – Discussion of income received in the childcare and school lunch areas.

A motion was made by Ms. Simms George and seconded by Ms. Ayers to set the FY17 monthly childcare rates as \$971.00 for preschool, \$1,103.00 for toddler, and \$1,371.00 for infant. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to set the FY17 school lunch rates at \$1.75 for breakfast and \$3.25 for lunch. The motion was passed unanimously.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Houle discussed his mailed report as follows:

- FY17 Budget and Town Meetings - Update on meetings held and attended in the member communities and those still to be held.
- Update on the Projects in Northborough – The projects have been completed, and Mr. Houle gave an update on the end results and on a request by the Town of Northborough together with Habitat for Humanity to renovate two homes in Northborough.
- MASC Day on the Hill – recap of the day by those in attendance for informational purposes.
- Partnerships for a Skilled Workforce, Inc. Meeting at AV – Updates were discussed.
- Staff Recognition – Recognition of teachers and staff is ongoing throughout the week.
- Superintendent-Director's Goals Update - backup information was distributed to members to support the Superintendent's goals. A handout outlining professional affiliations was also distributed to members. Review of building project items remaining to be completed. Hard copy of PowerPoint presentation review of the Superintendent's goals was distributed and discussed. End-of-Cycle Summative Evaluation Report: Superintendent was also reviewed.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- Handbook for students and parents - review of proposed changes/updates to the 2016-2017 handbook. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the handbook changes/updates as presented. The motion was passed unanimously by members present. Ms. Ayers was out of the room for the vote.
- A motion was made by Mr. Charbonneau and seconded by Mr. George to set the last day of school as June 24, 2016. The motion was passed unanimously by members present. Ms. Ayers was out of the room for the vote.
- Upcoming school events and dates were discussed and reviewed.
- Out-of-State Travel Requests:
 - A request was made that the District School Committee approve a trip for the senior class to travel out-of-state for a day trip to High Meadows in Granby, CT for their annual class trip scheduled for May 27, 2016. A motion was made by Mr. George and seconded by Ms. Ayers to approve the request. The motion was passed unanimously.
 - A request was made that the District School Committee approve a trip for the football team to travel out-of-state overnight to Berwick, Maine for the Wing-T Football Camp on July 29-30, 2016. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.

- A request was made that the District School Committee approve a trip for the Engineering Academy to travel out of state to Salem, NH to Canobie Lake Park to experience the engineering systems in the park. 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 that the District School Committee allow the SkillsUSA gold medal winners to travel to the SkillsUSA National Conference in Louisville, KY from June 20 through June 25, 2016. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.
- A request was made that the District School Committee allow students in the Metal Fab department to travel out of state to Portsmouth, NH on a one-day field trip to the U.S. Naval Submarine Ship Yard Base. A motion was made by Ms. Simms George and seconded by Mr. George to approve the request. The motion was passed unanimously.

PERSONNEL

A motion was made by Mr. Charbonneau and seconded by Mr. George to authorize the administration to post, advertise and fill the positions of Spanish Teacher and Math Teacher (non-renewals), Educational Technology Specialist (due to a vacancy), and Food Service Program Director (subject to grant funding through Boston's Children's Hospital). The motion was passed unanimously.

COMMUNICATIONS

- Letter from Mr. James Peyser, Secretary, Executive Office of Education dated March 31, 2016
- Thank you letter to the editor from Jamie Eldridge, State Senator dated April 25, 2016
- News article re: Assabet Valley Regional to host March for Miracles
- MASC article re: Adequate, Equitable, Reliable – What Does the Future Hold for Education Funding?
- Ms. Ryan informed the committee of the MASC Chapter 70 funding information meeting Wednesday, May 11, 2016 at the Newton Marriott from 7-9 p.m

PUBLIC HEARING

At 9:35 p.m., a motion was made by Mr. George and seconded by Ms. Ayers to open the public hearing on school choice. Discussion followed. A motion was made by Mr. George and seconded by Ms. Ayers that Assabet Valley Regional Vocational High School not participate in School Choice for FY17. The motion was passed unanimously.

At 9:40 p.m., a motion was made by Mr. Charbonneau and seconded by Ms. Simms George to close the public hearing. The motion was passed unanimously.

PROGRAM ADVISORY COMMITTEE

A motion was made by Mr. George and seconded by Ms. Ayers to appoint Jason Stone to the Heating, Ventilation, Air Conditioning & Refrigeration Program Advisory Committee. The motion was passed unanimously.

PERSONNEL MATTERS

Mr. Houle reviewed the End-of-Cycle Summative Evaluation Report: Superintendent format and procedure with members. Ms. Ryan requested that all members return their completed evaluation to her by June 1. Mr. Houle will have the copies sent to members within the week. Members will complete the forms manually and return them to Ms. Ryan.

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

Laura Ross, Secretary

Accompanying Paperwork – May 4, 2016

- Meeting agenda dated May 4, 2016
- Proposed meeting minutes of April 12, 2016
- Memo from Mr. Houle to School Committee members, dated May 4, 2016, re: Warrant
- Memo from Mr. Luoto to School Committee members dated April 28, 2016 re: Fiscal & Operations Update
- FY17 Rates for Childcare and School Lunch
- Superintendent-Director Evaluation Evidence 2015-16
- Superintendent-Director's Report to the School Committee dated April 28, 2016
- Superintendent-Director Evaluation Evidence 2015-16 Building Renovation Project Punchlist
- Copy of PowerPoint presentation entitled, Preliminary Report of Entry Findings
- Professional Affiliations
- Memo to School Committee from Mark Hollick dated April 29, 2016 re: Principal's Report for May 4, 2016
- 2016-2017 Student Handbook Revisions
- Letter to School Committee members from Mark Hollick dated April 29, 2016
- Letter to School Committee members from Mark Hollick dated May 3, 2016
- Out-of-State Overnight Travel Request for School Committee proposal by Ken Stukonis
- Letter to School Committee members from Mark Hollick dated May 2, 2016
- Email from Chuck DuPont to Mark Hollick dated May 2, 2016 re: Last Field Trip for EA
- Letter to School Committee members from Mark Hollick dated May 3, 2016
- Letter to the School Committee from Kerri Baltramaitis and Bruce Long
- Letter to School Committee members from Mark Hollick dated April 29, 2016
- Email to Mark Hollick from Neil Mansfield dated May 2, 2016
- Letter from Mr. James Peyser, Secretary, Executive Office of Education dated March 31, 2016
- Thank you letter to the editor from Jamie Eldridge, State Senator dated April 25, 2016
- News article re: Assabet Valley Regional to host March for Miracles
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- Ms. Ryan informed the committee of the MASC Chapter 70 funding information meeting Wednesday, May 11, 2016 at the Newton Marriott from 7-9 p.m
- Memo to Ernie Houle from Russ Mangsen dated April 14, 2016
- Letter of Intent from Jason Stone dated April 4, 2016
- End-of-Cycle Summative Evaluation Report: Superintendent