

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

June 14, 2016

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

REORGANIZATION OF THE DISTRICT SCHOOL COMMITTEE

Mr. Houle took over the Chair for the re-organization of the School Committee.

Nominations were opened for the position of Chair of the District School Committee. A motion was made by Ms. Ross and seconded by Ms. Simms George to nominate Mr. Charbonneau for Chair of the District School Committee. A motion was made by Mr. George to nominate Ms. Ryan for Chair of the District School Committee. The motion failed. Nominations were closed. The secretary cast one vote for Mr. Charbonneau for Chair of the District School Committee. The motion was passed 4-1 by a roll call vote. Voting 'yea' on the motion were Ms. Ayers, Ms. Simms George, Ms. Ross and Mr. Charbonneau. Mr. George voted 'nay.' Ms. Ryan and Mr. Evers voted present.

Mr. Charbonneau took over the Chair.

Nominations were opened for the position of Vice-Chair of the District School Committee. A motion was made by Ms. Ryan to nominate Mr. George for Vice-Chair of the District School Committee. The motion failed. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to nominate Ms. Simms George for Vice-Chair of the District School Committee. Nominations were closed. The secretary cast one vote for Ms. Simms George for Vice-Chair of the District School Committee. The motion was passed 5-0 by a roll call vote. Voting 'yea' on the motion were Ms. Ayers, Ms. Simms George, Ms. Ross, Mr. George and Mr. Charbonneau. Ms. Ryan and Mr. Evers voted present.

Nominations were opened for the position of Secretary of the District School Committee. A motion was made by Mr. Charbonneau and seconded by Ms. Ayers to nominate Ms. Ross for Secretary of the District School Committee. Nominations were closed. The Chair cast one vote for Ms. Ross for Secretary of the District School Committee. The motion was passed 5-0 by a roll call vote. Voting 'yea' on the motion were Ms. Ayers, Ms. Simms George, Ms. Ross, Mr. George and Mr. Charbonneau. Ms. Ryan and Mr. Evers voted present.

APPROVAL OF MINUTES

A motion was made by Ms. Simms George and seconded by Ms. Ayers to accept the meeting minutes of May 4, 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 27-29, 1120-1136, and 5516-5521. The motion was passed unanimously.

AUDIENCE

Members of the JROTC Parents Auxiliary were present to give a statement in support of a secondary instructor for the program. School Committee members asked questions of the current instructor and the administration. Discussion followed. School Committee members requested more information be available at the June 28 meeting.

SUBCOMMITTEE UPDATES

School Committee Handbook - Ms. Simms George discussed activity of the subcommittee, the expectation is to have the handbook available for member review by September.

Ms. Ross discussed activity of the Policy Subcommittee. Members conducted a second reading of the Policy Manual, Sections A & B. The Subcommittee expects a vote at the June 28 meeting.

SUPERINTENDENT-DIRECTOR'S REPORT

- AV's Brand Positioning Strategy - Mr. Jack Foley of Ovus Ater was present to share his outcomes at this stage of the process
- Summer Programs return to Assabet - List of programs taking place over the summer
- JROTC (MCNDCC) Program - Update on meetings held with the members of the auxiliary.
- Staff Recognition - Held at the last staff meeting of the year. A retirement celebration was also held for members of the staff who are retiring at the end of the school year.
- Boardpaq – An overview of software program was reviewed, a demo will be scheduled in the future for member review.
- LPN Graduation - To be held June 21, members who will attend will inform Mr. Houle's secretary.

DIRECTOR OF BUSINESS OPERATIONS

- Mass DEP Request for Interest in the Assistance Program for Lead in Drinking Water – A letter re the RFI on testing of lead in drinking water was provided. More information has been received since the initial letter. The administration is continuing to work with the DEP and will keep the committee informed.

- Mass State Retirement Board Assessments - update on missed assessments and the actions being taken.
- FY16 Budget Update and Request to Transfer - budget update will follow at the June 28 meeting.
- Accomplishment - Business Office - Betsy Manning, Sr. Accountant, has completed a year-long certification through MASSBO called the Classified Personnel Certification Program. School Committee members asked that its congratulations be conveyed to Betsy.

PRINCIPAL'S REPORT

A request was made that the MCJROTC be allowed to travel to Cape Cod, New Hampshire, Virginia and Pennsylvania and to hold two overnight events on campus over the summer. A motion was made by Ms. Simms George and seconded by Ms. Ayers to approve the request. The motion was passed unanimously.

A request was made to approve a History Department, 3-day trip to Boston April 12-14, 2017. A motion was made by Ms. Ross and seconded by Ms. Ayers to approve the request. The motion was passed unanimously.

STARS Threat Assessment safety assessment update – Assabet Valley has been selected to participate in this program sponsored by the Northeast Homeland Security Regional Advisory Council.

PERSONNEL

Mr. Houle made a recommendation that the District School Committee authorize the administration to post, advertise and fill a Biotechnology position and three paraprofessional positions (one academic/two technical) as a result of a resignation, transfers and a promotion. A motion was made by Mr. George and seconded by Ms. Ayers to approve the recommendation. The motion was passed unanimously.

Superintendent-Director's Evaluation - Feedback has been accumulated and put into a spreadsheet for analysis and review by members. A copy was given to the Superintendent-Director. The final evaluation and cover letter will be presented and voted on at the June 28 meeting.

NEW BUSINESS

Attendance at the MASC/MASS Joint Conference and the ACTE Conference was discussed.

COMMUNICATIONS

- Metrowest Daily News article re: Framingham State Food Study comes to Assabet
- Community Advocate article re: Hudson Rotary Club recognizes student achievers
- Community Advocate article re: Three local students honored by Marlborough chamber
- Patch article re: Nine Assabet Valley HS Students Medal in BPA National Leadership Conference
- Boston Globe article re: Schools struggle to cope with rising mental health needs

PROGRAM ADVISORY COMMITTEE

Mr. Houle informed the committee of a student appointment to the Automotive Technology Program Advisory Committee.

A recommendation was made by Mr. Houle that the District School Committee appoint Mr. Geoff Vercauteren to the Health Technology Program Advisory Committee for a period of four years. A motion was made by Ms. Ross and seconded by Ms. Ryan to approve the recommendation. The motion was passed unanimously.

At 8:55 p.m., a motion was made by Ms. Simms George and seconded by Ms. Ayers to go into Executive Session for purposes of discussing matters pertaining to the purchase, exchange, lease or value of real property; it was noted that the committee would not be returning to regular session. The motion was passed by a roll call vote. Voting 'yea' on the motion were Ms. Ross, Ms. Ryan, Mr. George, Mr. Evers, Ms. Ayers, Ms. Simms George and Mr. Charbonneau. There were no 'nay' votes.

At 9:05 p.m., a motion was made by Ms. Simms George and seconded by Mr. George to go out of Executive Session and adjourn the meeting. The motion was passed by a roll call vote. Voting 'yea' on the motion were Ms. Ross, Ms. Ryan, Mr. George, Mr. Evers, Ms. Ayers, Ms. Simms George and Mr. Charbonneau. There were no 'nay' votes.

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

Laura Ross, Secretary

ACCOMPANYING PAPERWORK – MEETING OF JUNE 14, 2016

Meeting Agenda dated June 14, 2016

Memo from Mr. Houle to School Committee members dated June 14, 2016 re: Warrant

Proposed meeting minutes dated May 4, 2016

School Committee policies: AA, AB, AC, ACA, ACAB, ACE, AD, ADC, ADAA, ADAA-R-1, ADF, AE, BA, BB, BBAA, BBB, BBBA/BBBB, BBBC, BBBE, BCA, BDA, BDB, BDC, BDD, BDE, BDF, BDFA, BDFA-E-1, BDFA-E2, BDFA-E-3, BDFB, BDFB, BDFD, BDG, BE, BEC, BEDA, BEDB-E, BEDD, BEDDB, BEDG, BEDH, BEDH-E, BEDL, BEE, BG, BGB, BGC, BGD, BGE, BGF, BHC, BHE, BIA, BIBA, BID, BJ, and BK

Memo from Mr. Houle dated June 7, 2016 re: Superintendent-Director's Report to the School Committee BoardPaq informational flyer

Memo from Mr. Luoto to the School Committee dated June 8, 2016 re: Fiscal & Operations Update

Letter from the Department of Environmental Protection dated June 6, 2016

Letter from the State Board of Retirement dated April 15, 2016 re: State Employees' Retirement System/2014 & 2015 Employer Reimbursement

Memo to the School Committee from Mr. Hollick dated June 14, 2016 re: Principal's Report for June 14, 2016

Memo to the School Committee from Mr. Hollick dated June 8, 2016

Letter from R.P. Mann to School Committee members dated June 6, 2016 re: Request for Summer Trips

Memo to the School Committee from Mr. Hollick dated June 3, 2016

Letter to Mr. Hollick from Ms. Lauria

Early bird registration information for ACTE

Notice from MASC re: MASC/MASS 2016 Conference

- Metrowest Daily News article re: Framingham State Food Study comes to Assabet
- Community Advocate article re: Hudson Rotary Club recognizes student achievers
- Community Advocate article re: Three local students honored by Marlborough chamber
- Patch article re: Nine Assabet Valley HS Students Medal in BPA National Leadership Conference
- Boston Globe article re: Schools struggle to cope with rising mental health needs

Memo from Mr. Mangsen to Mr. Houle re: Recommendation of a student candidate to the Automotive Technology Program Advisory Committee dated May 16, 2016

Letter of Intent from Alyssa Bishop

Memo from Mr. Mangsen to Mr. Houle re: Recommendation of a candidate to the Health Technology Program Advisory Committee dated May 11, 2016

Letter of Intent from Geoff Vercauteren