

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

November 18, 2014

The School Committee met in regular session on the above date in the School Committee Conference Room. The meeting was called to order at 6:30 PM by the Chair. Members present were Mr. Valarioti, Ms. Ryan, Mr. Charbonneau, Ms. Ross, Mr. George and Mr. Denman. Ms. Simms George arrived at 6:40 PM. Also present were Ms. Nawrocki, Mr. Luoto and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Mr. Valarioti and seconded by Mr. George to approve the regular session meeting minutes of October 28, October 29 and October 30, 2014 as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Mr. Valarioti and seconded by Ms. Ross to approve Warrant Nos. 12 and 1037-1048. The motion was passed unanimously.

AUDIENCE

Kerri Baltramaitis and Margo Wilson, Culinary Arts Instructors, were present to ask permission from members to take students on a trip to Orlando, Florida for a “Cooking Around the World” hands-on cooking experience. They presented a PowerPoint presentation for members and discussed fundraising options being considered.

Ms. Simms George arrived at 6:40 PM.

A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the Disney “Cooking Around the World” trip. The motion was passed unanimously.

STUDENT REPRESENTATIVE REPORT

The student representative was present to give an update on recent and upcoming student activities.

AUDIENCE

Russ Mangsen, Director of Technical Programs, was present to give an overview of technical programs including a proposed program name change, proposed changes to the Design & Visual program and potential new programs. He gave a PowerPoint presentation to members. He was thanked and he left the meeting.

SUPERINTENDENT-DIRECTOR'S REPORT

Ms. Nawrocki gave a verbal report on the following:

- Update on the Superintendent selection process
- Discussion of Marlborough's Superintendent denying a Marlborough 8th grade tour of the building

Mr. Denman left the meeting at 8:00 PM.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- 2015 Retiree Health Insurance Plans - Retiree health insurance plan rates were discussed. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the health plan renewal rates for Medicare eligible retirees effective January 1, 2015 as recommended by the Insurance Advisory Committee and Mr. Luoto. The motion was passed unanimously.
- FY16 Budget Development – Review of insurance costs, PowerPoint presentation. Members received a copy of the PowerPoint.

POLICY DEVELOPMENT

Members conducted a second reading of Policy 2101.08, Administrator Reimbursement. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve Policy 2101.08, as amended. The motion was passed unanimously.

Ms. Ross and Mr. Charbonneau, Policy Subcommittee members, gave a report on their recent review regarding social media. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to authorize the administration to ban Yik Yak on Assabet Valley school grounds with a set up by the IT department. The motion was passed unanimously.

PERSONNEL MATTERS

Members conducted a first reading of the revised job description for Team Chairperson. A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve the first reading of the job description. The motion was passed unanimously.

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to authorize the District School Committee recognize a vacancy and authorize the administration to post, advertise and fill the position of Special Education Team Chairperson; the vacancy is due to a retirement. The motion was passed unanimously.

Ms. Nawrocki discussed the workload of the Payroll/Benefits Coordinator position. Members received a copy of the job description for the Payroll/Benefits Coordinator and a proposed job description for a half time Personnel/Human Resources position.

PRINCIPAL'S POST

- Mr. Hollick presented a request for out-of-state travel for a group of up to fifteen (15) juniors and one chaperone from the Computer Programming and Web Development Program to attend the 2015 Engineering/Communications Technologies Career Education Day at the New England Institute of Technology in Greenwich, RI on March 6, 2015. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.
- Mr. Hollick informed members that Exhibit Night will be held on Wednesday, December 3, 2014 from 6:00 to 8:30 PM.

COMMUNICATIONS

- Client Advisor newsletter for November 2014
- Letter to Steven Sharek dated October 31, 2014, thanking him for applying for the superintendent's position
- White Paper No. 124, "Filling the Skills Gap"

PROGRAM ADVISORY COMMITTEE

A motion was made by Ms. Ross and seconded by Mr. Charbonneau to appoint Abigail Davidow to the Metal Fabrication Program Advisory Committee; James Laliberte to the Precision Machining Program Advisory Committee; and Erick Comes to the Precision Machining Program Advisory Committee, each for a period of four years. The motion was passed unanimously.

Members were notified of parent and student appointments.

At 8:50 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Ross to go into Executive Session for purposes of discussing strategy with respect to collective bargaining and matters pertaining to the Superintendent's contract. The motion was passed by a vote of 6-0. Voting "yea" on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no "nay" votes.

At 9:40 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau to go out of Executive Session and 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.

Accompanying Paperwork – School Committee Meeting of November 18, 2014

- Meeting agenda dated November 18, 2014
- Proposed meeting minutes of October 28, 29 and 30, 2014
- Memo to School Committee members from Mary Jo Nawrocki, dated November 18, 2014, re: Warrant
- Memo to School Committee members from Kris Luoto, dated November 12, 2014 re: Fiscal & Operations Update
- Table entitled, AVRVD – Senior Plan Renewals – Effective January 1, 2015
- PowerPoint hard copy, AVRVD Health Insurance Plan
- Copy of email from Kris Luoto, dated October 27, 2014 re: Excess and Deficiency Notification for Assabet Valley
- Copy of PowerPoint Presentation entitled, FY16 Employee Insurances Budget, dated November 17, 2014
- Copy of Proposed School Committee Policy No. 2101.08, Administrator Reimbursement
- Email to Joan Brown from Maureen Caron dated November 12, 2014 re: Yik Yak
- Memo from Mary Jo Nawrocki to School Committee members dated November 18, 2014 re: Posting of Vacancy
- New draft job description for Team Chairperson
- Old job description for Team Chairperson
- Job description for Payroll/Personnel Secretary
- Draft job description for Payroll/Benefits Coordinator
- Draft job description for Personnel /Human Resources Secretary
- Letter to Committee members from Mark Hollick dated October 2014
- Letter to School Committee members dated October 23, 2014 from Steven Pleau, Computer Programming & Web Development Teacher
- Client Advisor newsletter for November 2014
- Letter to Steven Sharek dated October 31, 2014
- White Paper No. 124, “Filling the Skills Gap”
- Memo to School Committee members from Mary Jo Nawrocki dated November 18, 2014 re: Program Advisory Committee
- Application and information for Abigail Davidow
- Application and information for Jim Laliberte
- Application and information for Erick Gomes
- Memo from Mary Jo Nawrocki dated November 18, 2014 re: Program Advisory Committee
- Application and information for Kendra Bartlett
- Application and information for Rebecca Bartlett