

**ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE**

January 6, 2015

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, Ms. Simms George, Mr. Charbonneau and Ms. Ross. Mr. Denman arrived at 6:40 PM, and Mr. George arrived at 6:55 PM. Also present were Ms. Nawrocki, Mr. Luoto, Mr. Hollick and Mr. Houle.

**APPROVAL OF MINUTES**

A motion was made by Mr. Valarioti and seconded by Ms. Ross to approve the regular session meeting minutes of December 16, 2014 as presented. The motion was passed by a vote of 4-0. Ms. Simms George voted present.

**BILLS AND PAYROLL**

A motion was made by Mr. Valarioti and seconded by Charbonneau to approve Warrant Nos. 15, 1060-1067, 5416-5418. The motion was passed unanimously.

**STUDENT REPRESENTATIVE REPORT**

Student representative, Christina Skavicus, was present to give a verbal report to the Committee on recent and upcoming student activities.

**SUPERINTENDENT-DIRECTOR'S REPORT**

Ms. Nawrocki gave a verbal report as follows:

- Update on the proposed partnership between Marlborough, Assabet's Culinary Program and Quinsigamond Community College
- A transition schedule has been finalized between Ms. Nawrocki and Mr. Houle.
- The Strategic Planning Committee is moving forward with the attempt to secure a college marketing intern from Clark University.

Mr. Denman arrived at 6:40 PM.

- Finalization of the Unit A and Unit B contracts is ongoing; final signatures are expected for the February 3, 2015 meeting.
- QCC has paid its outstanding debt for the HVAC program.
- Further work on a letter regarding the State Retirement issue is expected.

**DIRECTOR OF BUSINESS OPERATIONS REPORT**

Mr. Luoto distributed and discussed his report as follows:

- Renovation Update – current phase and expected progress. Members also received a copy of the OPM report dated November 30, 2014. Members will take a building tour prior to the February 3, 2015 meeting.

Mr. Denman arrived at 6:55 PM.

- Capital Requests – Members received a copy of the capital requests list for review. This will be discussed at the next meeting after members have a chance to review.
- Regional Transportation Reimbursement Fund – A motion was made by Ms. Simms George and seconded by Mr. George as follows: It is moved that the School Committee vote to establish a regional school

- transportation fund according to Section 16C of Chapter 71 of the General Laws. The motion was passed unanimously.
- A motion was made by Ms. Simms George and seconded by Mr. Denman that the District School Committee set the Final Day Operating and Maintenance Budget for FY2016 at \$19,045,000. The motion was passed by a vote of 7-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Ms. Simms George, Mr. Denman, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

## **POLICY DEVELOPMENT**

Members conducted a second reading of Policy IJNDD, Policy on Facebook and Social Networking Websites. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the policy as amended. The motion was passed unanimously.

## **PERSONNEL MATTERS**

Members conducted a second reading of the job description for Human Resource Specialist. A motion was made by Ms. Simms George and seconded by Mr. George to approve the job description. The motion was passed unanimously.

## **COMMUNICATIONS**

Members received the following communications:

- An update on the Legislator's breakfast held at Assabet Valley
- Copies of letters written to law makers regarding Regional Transportation cuts
- Copy of the Winter 2014 Aztec Press

## **PRINCIPAL'S REPORT**

Mr. Hollick gave a verbal report as follows:

- Distribution of a copy of the World of Welding Winter 2014 magazine with an article written by Neil Mansfield
- A breakfast was held on January 6, 2015 for town managers in the district.
- The annual Learn and Serve program will take place again on February vacation.
- The FIRST Robotics kick-off event was held at Assabet Valley on January 3, 2015.

## **NEW BUSINESS**

Members received a copy of the Conflict of Interest Law for Municipal employees. The acknowledgement receipt was signed by each member and returned.

## **PROGRAM ADVISORY COMMITTEE**

A motion was made by Ms. Simms George and seconded by Mr. George to appoint Ernest Floyd to the Design & Visual communications Program Advisory Committee for a period of four years. The motion was passed unanimously.

Members received copies of Program Advisory Committee meeting minutes.

At 7:50 PM, a motion was made by Mr. Valarioti and seconded by Ms. Simms George to go into Executive Session for purposes of discussing matters pertaining to contract negotiations. The motion was passed by a vote of 7-0. Voting 'yea' on the motion were Mr. George, Mr. Valarioti, Mr. Denman, Mr. Charbonneau, Ms. Ross and Ms. Ryan. There were no 'nay' votes.

At 8:25 PM, a motion was made by Mr. Valarioti and seconded by Mr. George 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.

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Joseph A. Valarioti, Secretary

**Accompanying Paperwork – School Committee Meeting of January 6, 2015**

- Meeting Agenda dated January 6, 2015
- Proposed meeting minutes of December 16, 2014
- Memo from Mr. Luoto to School Committee members re: Fiscal & Operations Update dated January 6, 2015
- OPM Progress Report as of 11/30/2014
- Capital Requests spreadsheet
- Copy of email correspondence from Stephen Hemman dated December 22, 2014 re: Regional Transportation Reimbursement Fund
- FY16 Budget Recap by Function Code Spreadsheet
- Policy on Facebook and Social Networking Websites
- Proposed job description for Human Resource Specialist
- Copies of letters written to legislators regarding Regional Transportation cuts
- Copy of the Winter 2014 Aztec Press
- World of Welding Magazine, Winter 2014
- Memo to School Committee members from Joan Brown dated January 6, 2015 re: Conflict of Interest
- Copy of the Summary of the Conflict of Interest Law for Municipal Employees
- Acknowledgement of receipt
- Memo from Ms. Nawrocki to School Committee members dated January 6, 2015 re: Program Advisory Committee
- Memo from Mr. Mangsen to Ms. Nawrocki dated December 8, 2014 recommending a candidate to the Design & Visual Communications Program Advisory Committee
- Letter of Intent from Ernest C. Floyd
- Program Advisory Committee meeting minutes from Health Technologies dated October 9, 2014
- Program Advisory Committee meeting minutes from HVAC/R dated October 9, 2014
- Program Advisory Committee meeting minutes from Painting & Design dated October 9, 2014
- Program Advisory Committee meeting minutes from Plumbing dated October 17, 2014
- Program Advisory Committee meeting minutes from Precision Machine dated December 11, 2014
- Program Advisory Committee meeting minutes from Precision Machine dated November 20, 2014
- Program Advisory Committee meeting minutes from Precision Machine dated October 9, 2014
- Program Advisory Committee meeting minutes from Metal Fabrication dated October 14, 2014
- Program Advisory Committee meeting minutes from Culinary Arts dated October 9, 2014
- Program Advisory Committee meeting minutes from Precision Machine dated October 9, 2014
- Program Advisory Committee meeting minutes from Carpentry dated October 9, 2014
- Program Advisory Committee meeting minutes from Auto Collision dated December 8, 2014
- Program Advisory Committee meeting minutes from Business Technology dated October 9, 2014
- Program Advisory Committee meeting minutes from Electrical Wiring dated September 17, 2014
- Program Advisory Committee meeting minutes from Automotive Technology dated December 2, 2014
- Program Advisory Committee meeting minutes from Biotechnology dated October 9, 2014
- Program Advisory Committee meeting minutes from Cosmetology dated October 9, 2014
- Program Advisory Committee meeting minutes from Design & Visual dated October 9, 2014
- Program Advisory Committee meeting minutes from Drafting & Design dated October 9, 2014
- Proposed Executive Session meeting minutes from December 16, 2014