

**ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE**

October 14, 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, Ms. Simms George, Mr. Denman, Mr. Charbonneau and Ms. Ross. Mr. George arrived at 8:05 PM. Also present were Ms. Nawrocki, Mr. Luoto and Mr. Hollick.

**APPROVAL OF MINUTES**

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the regular session meeting minutes of September 23, 2014 as presented. The motion was passed unanimously. Mr. Denman voted present.

**BILLS AND PAYROLL**

A motion was made by Mr. Valarioti and seconded by Mr. Charbonneau to approve Warrant Nos. 8, 5404-5405, 1021-1032, 9, 5406 and 5407. The motion was passed unanimously.

**SUPERINTENDENT-DIRECTOR'S REPORT**

Ms. Nawrocki discussed her mailed report as follows:

- Background Check Policy - A copy of the Background Check policy was in member packets for review along with a copy of the email notifying staff of the policy.
- Reimbursement Policy - A copy of the Reimbursement policy was in member packets for review and Ms. Nawrocki made a suggestion for an amendment to the policy.
- Superintendent-Director hiring process - The Superintendent-Director selection process was discussed, including the interview schedule, interview questions, community forum and site visit.
- Municipal Representative for negotiations progress - Ms. Nawrocki is continuing the process.
- Strategic Planning Committee – The committee's recent work was discussed including review of the SWOT chart and AV's vision statement.
- Grievances – Progress on grievances continues.

**STUDENT REPRESENTATIVE REPORT**

Students Christina Skavicus was present to give a verbal report on student activities. She was thanked and she left the meeting.

**DIRECTOR OF BUSINESS OPERATIONS REPORT**

Mr. Luoto discussed his mailed report as follows:

- Yard Sale – a yard sale to sell surplus items is scheduled for November 8, 2014.
- Maintenance Reorganization – discussion centered on better addressing the maintenance of school facilities and the potential need for a full-time Facility Director. The School Committee directed Mr. Luoto to develop a job description and an organizational chart reflecting the current staff and responsibilities to be brought back to the committee.

**POLICY DEVELOPMENT**

Members received a copy of the Background Check Policy for their policy books.

A copy of the existing Reimbursement Policy was in member packets for review. Members discussed the suggested amendment. Ms. Nawrocki will make the changes and bring the policy back for a first reading and vote.

Ms. Nawrocki suggested the School Committee appoint a subcommittee for policy review, update and maintenance. Ms. Nawrocki informed the members of costs involved with securing policy assistance from MASC. Ms. Simms George, Ms. Ross and Mr. Charbonneau agreed to serve on the policy subcommittee.

### **PRINCIPAL'S POST**

Mr. Hollick discussed his mailed report as follows:

- Student participation in Fall Athletics – review of participation over the past seven years.

Mr. George arrived at 8:05 PM.

- Back-to-School Night – held on October 2, 2014 and was well-attended.
- Assabet Road Show – Recent and upcoming events were discussed regarding festival and fair participation in member communities.

### **COMMUNICATIONS**

- Copies of letters to applicants who applied for the Superintendent-Director position thanking them for applying for the position and notifying them that they were not selected as finalists
- Copies of letters to members of the Superintendent Selection Committee thanking them for their participation in the process
- Copy of email from Kevin Rothstein of Fox News re: Public Records Request
- Copy of letter to Kevin Rothstein of Fox News from Tim Norris re: Records Request
- Copy of letter to Attorney Shawn Williams from Kevin Rothstein of Fox News
- Copy of letter to Attorney Joshua Coleman from Shawn Williams , Supervisor of Records, The Commonwealth of Massachusetts
- Members discussed recent attorney fees.
- Copy of a letter from Robert Curtin, Director, Center for District & School Accountability, Massachusetts Department of Elementary and Secondary Education re: scheduling of a site visit for ESE review – Ms. Nawrocki will request a one-year delay.

### **NEW BUSINESS**

A request was made by the Auto Collision Repair instructors for approval for an out-of-state trip to East Greenwich, RI on October 24, 2014 for the students and instructors in that program. A motion was made by Ms. Ross and seconded by Ms. Simms George to approve the request. The motion was passed unanimously.

### **OLD BUSINESS**

Members discussed Joint Conference attendance at meals as well as delegate voting.

### **PROGRAM ADVISORY COMMITTEE**

A recommendation was made by Ms. Nawrocki that the District School Committee appoint Jill Stone and Mary-ellen Kayer to the Health Technology Program Advisory, each for a period of four years. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the request. The motion was passed unanimously.

At 8:45 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. The motion was passed by a vote of 7-0. Voting “yea” on the motion were Ms. Ross, Mr. Charbonneau, Mr. Valarioti, Mr. George, Ms. Simms George, Mr. George and Ms. Ryan. There were no “nay” votes.

At 9:15 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.

---

Joseph A. Valarioti, Secretary

**Accompanying Paperwork – School Committee Meeting of October 14, 2014**

- Meeting agenda dated October 14, 2014
- Proposed regular session meeting minutes of September 23, 2014
- Memo from Ms. Nawrocki dated October 14, 2014 re: Warrant
- Superintendent's Report dated October 14, 2014
- Sample of some Site Visit Questions Asked by School Committees
- Behavior Interview Questions
- Developing Questions for Superintendent Candidates
- Copy of letter to Mr. Thomas Andrew, Board of Selectmen Chair, Berlin
- Copy of letter to Mr. Thomas Moses, Executive Assistant, Hudson
- Copy of letter to Mayor Arthur Vigeant, Marlborough
- Copy of letter to Mr. Kevin Sweet, Town Administrator, Maynard
- Copy of letter to Mr. John Coderre, Town Administrator, Northborough
- Copy of letter to Mr. Mark Purple, Town Administrator, Southborough
- Copy of letter to Mr. James Malloy, Town Manager, Westborough
- Copy of letter to Ms. June Hubbard Ward
- Copy of Chapter 150E, Labor Relations; Public Employees (Collective Bargaining)
- Memo from Kris Luoto to the School Committee dated October 7, 2014, re: Fiscal & Operations Update – October 14, 2014
- Memo to All Staff dated September 30, 2014 re: Criminal Background Check
- Directions for Online Special Appointments
- Policy ADDA, Background Checks
- Policy 2101.08, Reimbursement
- Memo from Mr. Hollick dated October 9, 2014 re: Principal's Report for October 14, 2014
- Comparative Data Information Sheet
- Copies of letters to applicants who applied for Superintendent-Director thanking them for applying for the position and notifying them that they were not selected as finalists
- Copies of letters to members of the Superintendent Selection Committee thanking them for their participation in the process
- Copy of email from Kevin Rothstein of Fox News re: Public Records Request
- Copy of letter to Kevin Rothstein of Fox News from Tim Norris re: Records Request
- Copy of letter to Attorney Shawn Williams from Kevin Rothstein of Fox News
- Copy of letter to Attorney Joshua Coleman from Shawn Williams, Supervisor of Records, The Commonwealth of Massachusetts
- Copy of a letter from Robert Curtin, Director, Center for District & School Accountability, Massachusetts Department of Elementary and Secondary Education re: scheduling of a site visit for ESE review – Ms. Nawrocki will request a one-year delay
- MASC/MASS Joint Conference 2014 chart
- Special "End of Year" Conference Savings and meal registration form
- Memo from Ms. Nawrocki to School Committee members dated October 14, 2014 re: Program Advisory Committee
- Application and information for Jill Stone
- Application and information for Mary-ellen Kayer