

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

December 16, 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 and Ms. Ross. Mr. George arrived at 6:45 PM, and Mr. Denman arrived at 7:00 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. Charbonneau to approve the regular session meeting minutes of December 2, 2014 as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Mr. Valarioti and seconded by Charbonneau to approve Warrant Nos. 14, 1056-1059, 5414-5415. The motion was passed unanimously.

AUDIENCE

Student Jayson Pusateri was present with his parents to receive the MASS Academic Excellence award. Members received a copy of Jayson's achievements in their packets. Jayson and his parents answered questions from the School Committee and Mrs. Nawrocki presented the award. They were thanked and they left the meeting.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto introduced Mr. Gregg Lefter, who has been appointed to the Director of Facilities position. Members received Mr. Lefter's resume and background information in their packets. Mr. Lefter informed the Committee that he will be starting the position on January 5, 2014. He was thanked and he left the meeting.

STUDENT REPRESENTATIVE REPORT

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

AUDIENCE

Mr. Rob McCann was present to give an overview of academic programs. Members received a hard copy of his PowerPoint presentation, Academic Program Update for School Committee, December 16, 2014.

Mr. Denman arrived at 7:00 PM.

Mr. McCann was thanked and he left the meeting.

SUPERINTENDENT-DIRECTOR'S REPORT

Ms. Nawrocki discussed her mailed report, dated December 16, 2014, as follows:

- Marlborough Initiative – A culinary partnership with QCC and Assabet Valley through the City of Marlborough is being discussed.

- Legislative Breakfast – The breakfast was held on December 9; Ms. Nawrocki gave some highlights of the event. Members who were unable to attend received a packet of information that was distributed during the event.
- Strategic Planning Committee – Ms. Nawrocki discussed the recent activities of the group, including an effort to recruit a college intern to assist the district in recruitment efforts.
- Negotiations – A tentative agreement has been reached with Units A and B and it is anticipated that a contract will be signed at the January School Committee meeting.
- Superintendent Transition – The process has begun; members received a list of transition topics in their packets.
- Members discussed 9C cuts to regional transportation. A motion was made by Mr. George and seconded by Ms. Ross to authorize the Chair to send a letter opposing the 9C cuts to state representatives on behalf of the School Committee. The motion was passed unanimously. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to authorize an amount of up to \$1,000.00, at the discretion of the Superintendent-Director, to be given to MARS to assist in the legal process to oppose the 9C cuts. The motion was passed unanimously.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

FY16 Utilities & Transportation Budget – Members viewed PowerPoint presentations of each portion of the budget. Hard copies of the PowerPoint presentations were in members' packets.

Ms. Ryan requested a copy of the End-of-Year report and that she receive all copies of the PAC minutes. Other members requested the minutes as well.

Mr. Luoto also asked the Committee for consensus on conducting a MASBO assessment of the food services program. Members agreed that the assessment would be a good idea.

POLICY DEVELOPMENT

Members conducted a first reading of the Policy on Facebook and Social Networking Websites. A motion was made by Ms. Ross and seconded by Mr. Denman to approve the first reading. The motion passed unanimously.

PERSONNEL MATTERS

Members conducted a first reading of the job description for the position of Human Resources Specialist. A motion was made by Mr. George and seconded by Ms. Ross to approve the first reading as amended. The motion was passed unanimously.

A motion was made by Mr. Charbonneau and seconded by Ms. Ross to recognize a new position of Part-Time Human Resource Specialist and authorize the administration to post, advertise and fill the position. The motion was passed unanimously.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- Freshman Program Selection – Freshmen have been placed in their programs. 95% of freshmen received their first or second choice.
- Future Steps Program – discussion of the success of the program in which AV students participate in college-level courses and receive college credit while still in high school

- Upcoming Holiday Concert – to be held on December 18

COMMUNICATIONS

Members received the following communications:

- Letter from Mark Meunier, Director Government Programs for Blue Cross/Blue Shield, re: appointment of a new Account Executive
- Letter from Barbara Steckel, EdD, Associate Professor, Lesley College, thanking Mr. Hollick for supporting Kate Myer through her recent presentation at NCTE in Washington, D.C.
- Letters to Mr. Forget and Ms. Sands announcing appointment of another candidate to the position of Superintendent

NEW BUSINESS

Members set upcoming meeting dates through February 2015.

OLD BUSINESS

Members discussed NSBA Conference attendance and registration.

PROGRAM ADVISORY COMMITTEE

A motion was made by Ms. Ross and seconded by Mr. George that the District School Committee appoint Jennifer Ring to the Biotechnology Program Advisory for a period of four years. 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 matters pertaining to the Superintendent-Director's contract and collective bargaining. The motion was passed by a vote of 6-0. 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 9:15 PM, a motion was made by Mr. Valarioti and seconded by Mr. George to go out of Executive Session and return to regular session. The motion was passed unanimously.

A motion was made by Mr. George and seconded by Mr. Denman to authorize Ms. Ryan to sign, on behalf of the District School Committee, the contract between the Assabet Valley Regional Technical School District and Mr. Ernest Houle. The motion was passed by a vote of 6-0. 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 9:20 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Ross to 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 December 18, 2014

- Meeting Agenda dated December 16, 2014
- Proposed meeting minutes of December 2, 2014
- Memo from Ms. Nawrocki to the School Committee dated December 16, 2014, re: Warrant
- Worcester County Superintendents' Association Scholars 2014-2015 District Info pages for Jayson Pusateri
- Hard copy of PowerPoint presentation entitled, "Academic Program Update for School Committee" dated December 16, 2014
- List entitled, "Transition Topics (in no particular order)"
- Superintendent's Report dated December 16, 2014
- Copy of email from Stephen Hemman re: 9C cuts
- Copy of letter prototype to state representatives regarding 9C cuts
- Copy of PowerPoint presentation entitled, "FY16 Utilities Budget" dated December 16, 2014
- Copy of PowerPoint presentation entitled, "FY16 Budget: School Transportation" dated December 2014
- Memo from Mr. Luoto to School Committee members re: Fiscal & Operations Update dated December 11, 2014
- Resume for Gregg Lefter
- Proposed Policy IJNDD, Policy on Facebook and Social Networking Websites
- Memo from Ms. Nawrocki dated December 16, 2014, re: Posting of Vacancy
- Draft job description for Human Resource Specialist
- Memo to School Committee members from Mr. Hollick dated December 10, 2014 re: Principal's Report – December 16, 2014
- Copy of page from the 2014-2015 Student Handbook
- Letter from Mark Meunier, Director Government Programs for Blue Cross/Blue Shield, re: appointment of a new Account Executive
- Letter from Barbara Steckel, EdD, Associate Professor, Lesley College, thanking Mr. Hollick for supporting Kate Myer through her recent presentation at NCTE in Washington, D.C.
- Letters to Mr. Forget and Ms. Sands announcing appointment of another candidate to the position of Superintendent
- Memo from Ms. Nawrocki to School Committee members dated December 16, 2014, re: School Committee Meeting Dates
- Memo to School Committee members from Joan Brown dated December 16, 2014 re: NSBA Conference
- Memo from Ms. Nawrocki to School Committee members dated December 16, 2014 re: Program Advisory Committee
- Memo from Mr. Mangsen to Ms. Nawrocki dated November 25, 2014 recommending a candidate to the Biotechnology Program Advisory Committee
- Letter of Interest from Jennifer Ring
- Proposed Executive Session meeting minutes from December 2, 2014
- Contract between Ernest Houle, Superintendent-Director, and Assabet Valley Regional Vocational School District, January 1, 2015 – June 30, 2016