

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

December 2, 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, Ms. Simms George, Mr. George and Mr. Denman. Also present were Ms. Nawrocki, Mr. Luoto and Mr. Hollick.

APPROVAL OF MINUTES

A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the regular session meeting minutes of November 18, 2014 as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve Warrant Nos. 13, 1049-1055, 5411-5413. The motion was passed unanimously.

SUPERINTENDENT-DIRECTOR'S REPORT

Ms. Nawrocki gave a verbal report on the following:

- Members received a handout of a MARS communication to read prior to the next meeting.
- Legislator breakfast to be held on December 9, 2014 – All members are encouraged to attend.
- A meeting with the mayor of Marlborough has been scheduled. Ms. Nawrocki expects to have a discussion regarding 8th graders not being allowed to visit Assabet Valley.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- FY16 Budget Development – Members received in their packets an FY16 Tentative Budget recap by DESE Function Code reflecting changes from the original budget presented on October 28. Mr. Luoto gave a PowerPoint presentation of the budget overview. Members received a copy of the budget book at the meeting.
- A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the FY16 Tentative Budget as proposed at \$19,045,000. The motion was passed by a vote of 7-0. Voting “yea” on the motion were Ms. Ross, Mr. Charbonneau, Mr. Denman, Ms. Simms George, Mr. Valarioti, Mr. George and Ms. Ryan. There were no “nay” votes.
- Mr. Luoto discussed the progress of the athletic field projects. A motion was made by Ms. Simms George and seconded by Ms. Ross to authorize Mr. Luoto to go out to bid for demolition and rebuilding of the tennis courts. The motion was passed unanimously.

- Members received markup copies of proposed business cards. Members will let Mr. Luoto know what information they want on their business cards.

POLICY DEVELOPMENT

Members received the final, approved copy of the Administrator Reimbursement policy.

Ms. Nawrocki updated the members on the progress of the Policy Subcommittee.

PERSONNEL MATTERS

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

A recommendation was made by Ms. Nawrocki that the District School Committee recognize a vacancy and authorize the administration to post, advertise and fill the position of .5 Title I Math Teacher as the result of a resignation. A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously.

COMMUNICATIONS

Members received the following communication:

- Letter to Ms. Nawrocki from John Coderre, Northborough Town Administrator, re: Garage Roof at Northborough Fire Station

NEW BUSINESS

Members received a copy of registration and information for the NSBA conference. Members will let Joan Brown know if they plan to attend.

SUPERINTENDENT SELECTION

A motion was made by Mr. George and seconded by Ms. Ross to proceed to the discussion related to the superintendency and appointment of a Superintendent-Director. The motion was passed unanimously.

Members discussed each candidate and listened to comments made by staff at site visits. Members of the audience also discussed their thoughts.

A motion was made by Ms. Ross and seconded by Mr. Denman that Ernest Houle be appointed Superintendent-Director of Assabet Valley Regional Technical School District subject to the successful negotiation of a contract of employment mutually agreeable to the candidate and the School Committee and signed by both parties or their designees. The motion was passed by a vote of 7-0. Voting "yea" on the motion were Ms. Ross, Mr. Charbonneau, Mr. Denman, Ms. Simms George, Mr. Valarioti, Mr. George and Ms. Ryan. There were no "nay" votes.

At 8:40 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 the Superintendent-Director's contract and contract negotiations. 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.

At 9:45 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.

Joseph A. Valarioti, Secretary

Accompanying Paperwork – School Committee Meeting of December 3, 2014

- Meeting agenda dated December 2, 2014
- Proposed meeting minutes of November 18, 2014
- Memo from Ms. Nawrocki to School Committee members dated December 2, 2014 re: Warrant
- Copy of email correspondence from Stephen Hemman dated November 26, 2014
- Memo to School Committee members from Mr. Luoto dated December 2, 2014 re: Fiscal & Operations Update
- Report titled, FY16 Budget Recap by Function Code
- Copy of Invitation to Bid for tennis court work
- Packet, Budget Line Items dated December 2, 2014
- Fiscal Year 2016 Tentative Budget Recommendation book
- Administrator Reimbursement Policy
- Draft job description for Team Chairperson
- Memo from Mary Jo Nawrocki to School Committee members dated December 2, 2014 re: Posting of Vacancy
- Letter to Ms. Nawrocki from John Coderre, Northborough Town Administrator, re: Garage Roof at Northborough Fire Station
- Registration form and supporting information for NSBA conference
- Massachusetts Association of School Committees Superintendent Selection Process: Voting Protocols
- Proposed Executive Session meeting minutes of November 18, 2014
- Just Cause Language
- Copy of "*Massachusetts Policies for Instructional Paraprofessionals in Title I Programs*"
- Proposed contract between Superintendent-Director and Assabet Valley Regional Vocational School District