

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

February 24, 2015

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 6:35 PM by the Chair. Members present were Ms. Ross, Ms. Ryan, Mr. Charbonneau and Mr. Valarioti. Mr. George arrived at 6:45 PM, and Ms. Simms George arrived at 7:10 PM. Mr. Denman was absent. Also present were Mr. Houle, Mr. Hollick and Mr. Luoto.

APPROVAL OF MINUTES

A motion was made by Mr. Valarioti and seconded by Mr. Charbonneau to approve the regular session meeting minutes of February 3, 2015. The motion was passed unanimously.

A motion was made by Mr. Valarioti and seconded by Ms. Ross to approve the special session meeting minutes of February 12, 2015. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve Warrant Nos. 1079-1089, 5426-5428, 19. The motion was passed unanimously.

AUDIENCE

Bob Civetti was present from Marcum to discuss the Year Ended June 30, 2014 audit and present the Management Letter. The audit and letter were in draft form for review; the Committee will receive the final, bound copy at a later date following approval.

Mr. Civetti distributed copies of the draft Management Letter and Financial Statements for the year ended June 30, 2014. Mr. Civetti walked the Committee through the report results.

Mr. George arrived at 6:45 PM.

Ms. Simms George arrived at 7:10 PM.

Review of the findings documented in the Management Letter followed.

A motion was made by Mr. Valarioti and seconded by Ms. Ross to accept the Auditor's Report. The motion was passed unanimously.

STUDENT REPRESENTATIVE REPORT

Christina Skavicus was present to report on current and upcoming student activities.

SUPERINTENDENT-DIRECTOR'S REPORT

Mr. Houle discussed his mailed report as follows:

- Update on Meetings with AVT Staff - Meetings and interactions with staff members in their teaching environment are ongoing in an effort to become familiar with the school and staff.

- FY16 Budget Meetings - Update on meetings completed and scheduled.
- Potential Gough House Project - House to possibly be restored on Boylston town property. Some concerns will need to be addressed prior to moving forward with this project.
- Update on Sudbury Vocational Education Opportunities Committee Request - Options have been presented to their committee chair for review.
- Mr. Houle notified the Committee that Bill May had been in communication with Dan Guindon, Executive Director of the Marlboro Access cable station, and had requested to be the district liaison to sit in on Cable Advisory Committee meetings. Information will be brought back (shared) with the district and decisions will be made by the Superintendent and/or the School Committee. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve Mr. May's appointment as a liaison to the Cable Advisory Committee. The motion was passed unanimously.

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- FY16 Health Insurance Renewal – the rate increase for medical and dental is 1.1% and was approved by the Insurance Advisory Committee. Mr. Luoto asked for the Committee's support of the plan. A motion was made by Mr. George and seconded by Ms. Ross to support the active employee's health insurance renewal as voted by the Insurance Advisory Committee. The motion was passed unanimously.
- Food Service Review - The DESE Administrative Review of the Food Service operation took place on February 12-13 and it was determined that the Assabet Valley program is 100% in compliance.
- FY15 Financial Report - Mr. Luoto will bring updated, newly modified financial reports to the Committee at the March 17 meeting. If the Committee approves, he will provide a quarterly report in the same format.

POLICY DEVELOPMENT

Members conducted a second reading of Policy DJE (supersedes policy1201.05), Bidding Procedures. A motion was made by Ms. Ross and seconded by Mr. Charbonneau to approve Policy DJE as amended. The motion was passed unanimously.

There was discussion of more policy that needs to be reviewed by the Policy Subcommittee. Members of the subcommittee decided on a date with Mr. Houle.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- School Calendar - 2015-2016 – A preliminary calendar was presented as the result of meetings with the Administrative Team and unions. Members also discussed making up snow days for the current school year. A motion was made by Ms. Simms George and seconded by Mr. George to approve the 2015-2016 school calendar. The motion was passed unanimously.

- 51A Mandated Reporter Training was conducted with faculty members on November 3, 2014.
- Out of State Travel Request – The Maine Seacoast Mission has requested a change of dates from April 17-20 to May 22-26, 2015. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the request. The motion was passed unanimously.
- International Travel Club trip to Europe – Members received information put together to address the concerns raised at a previous meeting. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the trip. The motion was passed unanimously.
- Update on the Department of Elementary and Secondary Education Center for District and School Accountability onsite visit scheduled for May 26-29, 2015.
- Updates on status of sports activities.
- February vacation Learn and Serve update

COMMUNICATIONS

- Flyers advertising the upcoming Charting the Course sessions
- Email copy from Joan Brown re: MASC Bulletin

NEW BUSINESS

Discussion of the legislative bulletin re: School Committee Selection of Arbitrators. Language is being prepared for a vote at the next meeting.

Members discussed and set meeting dates for the remainder of the school year.

Mr. Valarioti left the meeting at 9:20 PM.

Mr. Luoto will have school email addresses set up for all School Committee members.

PROGRAM ADVISORY COMMITTEE

A motion was made by Mr. George and seconded by Mr. Charbonneau to appoint Jill Lyons to the Health Technologies Program Advisory Committee for a period of four years. The motion was passed unanimously.

At 9:30 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Ross to go into Executive Session to discuss matters pertaining to collective bargaining; it was noted that the Committee would not be returning to regular session. The motion was passed by a vote of 5-0. Voting 'yea' on the motion were Mr. George, Mr. Charbonneau, Ms. Simms George, Ms. Ross and Ms. Ryan. There were no "nay" votes.

At 9:55 PM, a motion was made by Ms. Ross 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 February 24, 2015

- Meeting Agenda dated February 24, 2015
- Proposed meeting minutes from February 3, 2015
- Proposed meeting minutes from February 12, 2015
- Memo from Mr. Houle to School Committee members re: Warrant, dated February 24, 2015
- Management Letter Year Ended June 30, 2014
- Financial Statements for the Year Ended June 30, 2014
- Memo from Mr. Houle dated February 19, 2015 re: Superintendent-Director's Report to the School Committee
- Budget/Town Meetings 2015 spreadsheet
- Memo from Mr. Luoto dated February 19, 2015 re: Fiscal & Operations Update
- Report: FY 2016 Renewal Meeting, dated February 2, 2015
- Policy DJE, Bidding Procedures
- Memo from Mr. Hollick to the School Committee, dated February 18, 2015 re: Principal's Report for January 24, 2015
- Flyers advertising the upcoming Charting the Course sessions
- Email copy from Joan Brown re: MASC Bulletin
- Memo from Mr. Houle to the School Committee, dated February 24, 2015 re: School Committee Meeting Dates
- Legislative Bulletin dated October 22, 2014, re: Selection of Arbitrators
- 2014/2015 school calendar
- Policy AC, GBAA, JBA, JF, Non-Discrimination Policy and Grievance Procedure
- Copy of Student Handbook pages
- Memo to School Committee members from Mr. Houle, dated February 24, 2015 re: Program Advisory Committee (Jill Lyons)
- Memo from Mr. Mangsen to Mr. Houle dated February 5, 2015 re: Candidate Jill Lyons
- Letter of Intent from Jill Lyons
- Memo from Mr. Houle to School Committee members dated February 24, 2015, re: Program Advisory Committee (Zachary Baldino)
- Memo from Mr. Mangsen to Mr. Houle dated February 4, 2015 re: Candidate Zachary Baldino
- Letter of Intent from Zachary Baldino
- Proposed Executive Session meeting minutes of February 3, 2015