

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

May 19, 2015

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 6:30 PM by the Chair. Members present were Ms. Ryan, Ms. Ross, Mr. Valarioti, Mr. Charbonneau and Ms. Simms George. Mr. Denman arrived at 6:35 PM and Mr. George arrived at 7:10 PM. Also present were Mr. Houle, 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 May 6, 2015, as presented. The motion was passed unanimously.

BILLS AND PAYROLL

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve Warrant Nos. 1117-1125, 5441, 5442 and 26. The motion was passed unanimously.

SUPERINTENDENT-DIRECTOR'S REPORT

- FY16 budget meeting update - Members heard an update of meetings held and meetings scheduled.

Mr. Denman arrived at 6:35 PM.

- Superintendent's Evaluation - Discussion of Superintendent's goals and the process of evaluating on a Google form. Agreed upon change is to make the process a 90-day evaluation.
- State Budget Updates - Discussion of changes and updates and how they affect Assabet Valley.
- State of the Institution Report - Members received a handout outlining the state of the institution as compiled by Mr. Houle with assistance from the Administrative team.

DIRECTOR OF BUSINESS OPERATIONS

Mr. Luoto distributed and discussed his report as follows:

- Roles and job descriptions for Treasurer and Assistant Treasurer were distributed and discussed. New and existing job descriptions were reviewed. Mr. Charbonneau and Ms. Simms George will work together with the Treasurer to solidify the job duties and responsibilities. They will come back with more information at the next meeting.

- Mr. Luoto gave an update on the Repair Project Financial Resources, which he distributed to members.

Mr. George arrived at 7:10 PM.

POLICY DEVELOPMENT

The Policy Subcommittee gave an update on their recent activities. The Subcommittee members have determined that they need assistance with the policy updating process. Mr. Houle gave an overview of how the process with MASC works and what costs are involved. Mr. Houle recommended having MASC come in to give a presentation on their process.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

- CDSA - Site Visit May 26-29, 2015 - review of their scheduled visit, who the evaluators will be meeting with and when the School Committee members will be meeting with them and what questions they could possibly be asked.
- Out-of-State Travel Requests – The Auto Tech program requested permission to take a trip to Dearborn, MI June 7-10, 2015 for two students and their instructor. A motion was made by Mr. Denman and seconded by Mr. George to approve the request. The motion was passed unanimously.
- A request was made for approval for 50 students and chaperones to attend the International Pumpkin Chunkin competition in Dover, DE November 5-8, 2015 - or postponement date. A motion was made by Ms. Simms George and seconded by Mr. Denman to approve the request. The motion was passed unanimously.
- Graduation Ceremony on May 30th – Seating will be reserved for members who are able to attend.
- Mr. Denman will be at the LPN graduation on June 10.

PERSONNEL MATTERS

Members conducted a second reading of the job description for Administrative Assistant to the Superintendent. A motion was made by Mr. Charbonneau and seconded by Mr. George to approve the job description. The motion was passed unanimously.

Members were informed that the salary range for the position of Administrative Assistant to the Superintendent is between \$40,000 and \$65,000. A committee is being formed to screen

applicants; Ms. Ross has offered to sit on the committee. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the stated salary range. The motion was passed unanimously.

A second reading was conducted of the job description for Secretary in the Special Education office, as modified. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the job description. The motion was passed unanimously.

A recommendation was made by Mr. Houle that the District School Committee recognize a vacancy and authorize the administration to post, advertise and fill the position of Spanish Teacher. A motion was made by Mr. Charbonneau and seconded by Ms. Ross to approve the recommendation. The motion was passed unanimously.

COMMUNICATIONS

- Information from the Town of Hudson regarding Open Meeting Law

PROGRAM ADVISORY COMMITTEE

A recommendation was made by Mr. Houle that the District School Committee appoint Michael Kasik to the Precision Machine Program Advisory Committee for a period of four years. A motion was made by Mr. George and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously.

EXECUTIVE SESSION MEETING MINUTES APPROVAL

A motion was made by Ms. Simms George and seconded by Ms. Ross to approve and release the Executive Session Meeting Minutes of May 6, 2015 as presented. The motion was passed unanimously.

At 8:35 PM, a motion was made by Mr. Valarioti and seconded by Ms. Simms George 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 May 19, 2015

- Meeting Agenda dated May 19, 2015
- Proposed meeting minutes from May 6, 2015
- Memo from Mr. Luoto re: Warrants
- Memo from Mr. Houle to School Committee members dated May 12, 2015 re: Superintendent-Director's Report to the School Committee
- State of the Institution Report, draft
- Document outlining Role of Treasurer, Role of Accountant and Separation/Segregation of Duties
- Current job description for Bookkeeper/Assistant Treasurer
- Current job description for District Treasurer
- Proposed job description for Sr. Accountant
- Policy IJOA, Field Trips
- Principal's Report for May 19, 2015
- Letter to School Committee from Mr. Hollick dated May 13, 2015
- Memo from Chuck DuPont to Mr. Hollick dated May 12, 2015
- 2014-2015 CDSA site Visit Schedule
- 2014-15 District Review Protocol
- Job Description for Administrative Assistant to the Superintendent-Director
- Job Description for Secretary II – Special Education Office
- Memo to School Committee from Mr. Houle dated May 19, 2015 re: Posting of Vacancy
- Email from Joan Wordell to Mr. Charbonneau dated April 14, 2015, re: Open Meeting Law
- Open Meeting Law Guide
- Memo from Mr. Houle to School Committee members dated May 19, 2015 re: Program Advisory Committee
- Memo to Mr. Houle from Mr. Mangsen dated May 7, 2015 re: Recommendation of a candidate to the Precision Machining & Automated Manufacturing Program Advisory Committee
- Letter of intent from Michael Kasik
- Proposed Executive Session meetings minutes of May 6, 2015