

**ASSABET VALLEY REGIONAL VOCATIONAL  
DISTRICT SCHOOL COMMITTEE**

May 6, 2015

The School Committee met in regular session on the above date in the Conference Room. The meeting was called to order at 7:40 PM by the Chair. Members present were Ms. Ross, Mr. Charbonneau, Ms. Simms George, Mr. Valarioti, Mr. George, Mr. Denman and Ms. Ryan. Also present were Mr. Houle, Mr. Luoto and Mr. Hollick.

**APPROVAL OF MINUTES**

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the meeting minutes of April 7, 2015, as presented. The motion was passed by a vote of 6-0. Mr. Denman voted present.

**BILLS AND PAYROLL**

A motion was made by Ms. Simms George and seconded by Mr. George to approve Warrant Nos. 1106-1116, 5436, 5437, 5439, 5440, 5738, 24 and 25. The motion was passed unanimously.

**STUDENT REPRESENTATIVE REPORT**

Christina Skavicus, student representative, was present to give a report on recent and upcoming student activities.

**SUPERINTENDENT-DIRECTOR'S REPORT**

Mr. Houle discussed his mailed report as follows:

- Town meeting update - discussion of meetings held and meetings upcoming
- Superintendent's Evaluation and FY16 Goals - Members received a draft of the Superintendent's proposed informal evaluation form. The form will be made available in Google Sheets for members to complete. Members discussed the process. Proposed Superintendent-Director's Goals for the 2015-2016 School Year were distributed for member feedback. Ms. Ryan asked that they be formatted in the state format. At the next meeting, Mr. Houle will give members a state-of-the-institution report.
- Board Docs Webinar - Discussion of the software program and what it has to offer for electronic-based meetings. Ms. Ryan gave some feedback she received from other School Committees that use the program. More research with other companies will follow.
- MASC "Day on the Hill" Overview - Discussion of the happenings of the day from those who attended. Members received distribution of information received on the day.
- Program Advisory Committees - Discussion of the School Committee meeting with each Advisory Committee during the next school year. Members noted that they would like to continue to receive minutes from each committee's meetings.

**DIRECTOR OF BUSINESS OPERATIONS REPORT**

Mr. Luoto gave an overview of his mailed report as follows:

- Email migration from MECNet to Gmail - Members received the login information and instructions on how to access their new email.
- General Obligation Bond - Building Renovation Project Financing - update on budget status of the building project.
- Food Service Review - Update of the Food Service Operational Review conducted by MASBO.
- Audit Services - The Administration will begin a search for a new audit firm after the departure of Bob Civetti from Marcum. Mr. Luoto will keep the committee updated.
- BPA Update - Report on the costs for students to attend the BPA trip as previously requested by members.

**POLICY DEVELOPMENT**

Members conducted a second reading of Policy GCBA, GCBB, Compensation – Professional Staff and Policy AC, GBAA, JBA, JF, Non-Discrimination Policy and Grievance Procedure. A motion was made by Ms. Simms George and seconded by Mr. Denman to approve the policies. The motion was passed unanimously.

Members conducted a first reading of the proposed 2015-2016 LPN Handbook including the proposed change to the re-admission policy. A motion was made by Mr. George and seconded by Ms. Simms George to accept the handbook for a first reading, as corrected. The motion was passed unanimously.

**PRINCIPAL'S POST**

Mr. Hollick discussed his mailed report as follows:

- MetroWest Adolescent Health Survey - Discussion of results from the survey including data from 2010, 2012 and 2014.
- CDSA - Site Visit May 26-29, 2015 - Thursday, May 28 from 4:30 - 5:30 PM, has been scheduled for School Committee members to meet with the group. Mr. Hollick will request a later time for members. Discussion of the process followed.
- Out-of-State Travel Request – A request was made to allow the senior class to take their trip to Granby, CT on May 22. A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve the request. The motion was passed unanimously.

- A request was made by the FIRST Robotics Team to travel to Merrimack High School in Merrimack NH for a post-season competition on June 6, 2015. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the request. The motion was passed unanimously.

### **PERSONNEL MATTERS**

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 Administrative Assistant to the Superintendent-Director as the result of a retirement. A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to approve the recommendation. The motion was passed unanimously.

Members discussed the proposed job description for the position of Administrative Assistant to the Superintendent-Director. Mr. Houle will bring a final, corrected copy back to the committee.

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 Secretary in the Special Education Office as the result of a retirement. A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the recommendation. The motion was passed unanimously.

The job description will be amended and brought back to the committee.

### **COMMUNICATIONS**

- A letter from the Massachusetts Farm Bureau to Chef Wilson thanking the students and staff for preparing and serving the Taste of Massachusetts
- Menu from the Massachusetts Agriculture Day at the State House, March 31, 2015
- Letter sent to Clinton parents from the Clinton High School principal regarding Assabet Valley statistics

### **PUBLIC HEARING**

At 9:30 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau to enter into a Public Hearing for purposes of discussing and voting on School Choice. The motion was passed unanimously.

No audience was present with questions or concerns about school choice. A recommendation was made by Mr. Houle that the District School Committee vote not to participate in the School Choice Program for the 2015-2016 school year as outlined in the School Reform Law. A motion was made by Ms. Ross and seconded by Mr. Charbonneau to approve the recommendation. The motion was passed by a vote of 7-0. Voting in favor of the motion were Ms. Ross, Mr. Charbonneau, Ms. Simms George, Mr. Valarioti, Mr. George, Mr. Denman and Ms. Ryan.

At 9:35 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Ross to close the Public Hearing. The motion was passed unanimously.

Mr. Valarioti left the meeting at 9:40 PM.

**NEW BUSINESS**

A recommendation was made by Mr. Houle that the District School Committee set Friday, June 26, 2015 as the last day of school, a half day for students and a full day for staff. A motion was made by Ms. Simms George and seconded by Mr. George to approve the recommendation. The motion was passed unanimously.

**OLD BUSINESS**

A recommendation was made by Mr. Houle that the District School Committee direct the Superintendent-Director to provide to the MASC all arbitration awards to which the District is a party, subject to redaction and to the extent that providing the award will not harm the interests of the District. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the recommendation. The motion was passed unanimously.

**PROGRAM ADVISORY COMMITTEE**

A recommendation was made by Mr. Houle that the District School Committee appoint Kristopher Chiancola to the Plumbing Program Advisory Committee for a period of four years. A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the recommendation. The motion was passed unanimously.

Mr. Hollick and Mr. Luoto left the meeting.

At 9:45 PM, a motion was made by Mr. George and seconded by Mr. Charbonneau to go into Executive Session for purposes of discussing matters pertaining to contract negotiations for nonunion personnel, it was noted that the Committee would not be returning to regular session. The motion was passed unanimously.

At 10:05 PM a motion was made by Mr. George and seconded by Ms. Simms 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.

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Joseph A. Valarioti, Secretary

**Accompanying Paperwork – School Committee Meeting of May 6, 2015**

- Meeting Agenda dated May 6, 2015
- Proposed meeting minutes from April 7, 2015
- Memo from Mr. Houle to School Committee members dated May 6, 2015 re: Warrant
- Memo from Mr. Houle to School Committee members dated April 30, 2015 re: Superintendent-Director's Report to the School Committee
- BoardDocs LT & BoardDocs Pro document
- BoardDocs Hardware and Software Requirements
- Estimated Cost of Ownership/Cost of Agenda Prep and Distribution
- BoardDocs Pro Formal Proposal
- An email from the MASC listserve
- Proposed Superintendent-Director's Goals for the 2015-2016 School Year
- Evaluation for Superintendent-Director February 2015-June 2015
- Memo from Mr. Luoto to School Committee members dated April 29, 2015 re: Fiscal & Operations Update – May 6, 2015
- Gmail: Sending, replying, attachments, and printing document
- Draft Policy GCBA, GCB, Compensation – Professional Staff
- Draft Policy AC, GBAA, JBA, JF, Non-Discrimination Policy and Grievance Procedure
- Proposed copy of Re-Admission Policy for LPN Handbook
- Memo from Mr. Hollick to School Committee members dated April 25, 2015 re: Principal's Report for May 6, 2015
- MetroWest Adolescent Health Survey Key Indicator Report
- Memo from Nicole Lodowsky to Mr. Hollick dated April 24, 2015
- Letter to School Committee members dated May 6, 2015
- Copy of email from Ms. Zomar to Mr. Hollick dated April 29, 2015
- Memo from Mr. Houle to School Committee dated May 6, 2015, re: Posting of Vacancy
- Proposed job description for Administrative Assistant to the Superintendent
- Current job description for Administrative Assistant to the Superintendent
- Memo from Mr. Houle to School Committee dated May 6, 2015, re: Posting of Vacancy
- Proposed job description for Secretary II – Special Education Office
- Current job description for Secretary II – Special Education Office
- A letter from the Massachusetts Farm Bureau to Chef Wilson thanking the students and staff for preparing and serving the Taste of Massachusetts
- Menu from the Massachusetts Agriculture Day at the State House, March 31, 2015
- Letter sent to Clinton parents from the Clinton High School principal regarding Assabet Valley statistics
- Memo from Mr. Houle to School Committee dated May 6, 2015 re: School Choice
- Memo from Mr. Houle to School Committee dated May 6, 2015 re: Last Day of School
- Legal Bulletin from Stephen Finnegan, MASC General Counsel, dated March 10, 2015
- Memo from Mr. Houle to School Committee dated May 6, 2015 re: Arbitrator
- Memo from Mr. Houle to School Committee Members dated May 6, 2015 re: Program Advisory Committee
- Memo from Mr. Mangsen to Mr. Houle dated April 7, 2015 re: Recommendation of a candidate to the Plumbing Program Advisory Committee
- Letter of Intent from Kristopher Chiancola
- Proposed Executive Session meeting minutes of April 7, 2015