

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

June 16, 2015

The School Committee met in regular session on the above date in the School Committee Conference Room. The meeting was called to order at 6:30PM by the Chair. Members present were Ms. Ryan, Ms. Ross, Mr. Valarioti, Mr. Charbonneau and Ms. Simms George. Mr. Denman arrived at 6:34PM and Mr. George arrived at 6:50PM. 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 meeting minutes of June 2, 2015 as presented. The motion was passed unanimously.

BILLS & PAYROLL

A motion was made by Ms. Simms George and seconded by Mr. Valarioti to approve Warrant Nos. 1130-1134, 5445, 5446 and 28. The motion was passed unanimously.

STUDENT REPRESENTATIVE REPORT

Mr. Hollick stated that the new student representative will be Mitchell Lutz, a junior in the HVAC/R technical program.

AUDIENCE

Margaret MacLean from Unibank was present to sign bond paperwork.

A motion was made by Mr. Valarioti and seconded by Ms. Simms George that the sale of the \$27,000,000 General Obligation School Bonds of the District dated July 1, 2015 (the "Bonds"), to Morgan Stanley & Co., LLC at the price of \$28,153,481.02 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on July 1 of the years and in the principal amounts and bear interest at the respective rates, as described in the document titled Vote Of The Regional Vocational School District School Committee dated June 16, 2015. The motion passed unanimously.

Carolyn Madzar was present to give a report on Assabet After Dark.

SUPERINTENDENT-DIRECTOR REPORT

Mr. Houle discussed his mailed report as follows:

- Update on visit with MA State Representative Hannah Kane
- MAVA Connecting for Success Conference
- Assabet Valley Collaborative budget

- SkillsUSA National Leadership and Skills Conference
A motion was made by Ms. Simms George and seconded by Ms. Ross to authorize the Superintendent-Director to participate in the 51st Annual National Leadership and Skills Conference in Louisville, KY from June 22-26, 2015. The motion was passed unanimously.
- State of the Institution Update

DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

VOTE: A motion was made by Mr. George and seconded by Ms. Simms George to approve budget transfers as recommended by the Director of Business Operations. The motion was passed unanimously.

VOTE: A motion was made by Mr. George and seconded by Ms. Ross to approve the cafeteria employee wage scale for FY16. The motion was passed unanimously.

VOTE: A motion was made by Ms. Simms George and seconded by Mr. George to approve the school lunch prices for FY16. The motion was passed unanimously.

VOTE: A motion was made by Mr. George and seconded by Mr. Charbonneau to approve the maintenance employee wage scale for FY16. The motion was passed unanimously.

VOTE: A motion was made by Ms. Simms George and seconded by Mr. George to approve the childcare employee wage scale for FY16. The motion was passed unanimously.

VOTE: A motion was made by Ms. Simms George and seconded by Ms. Ross to approve the childcare tuition rates for FY16. The motion was passed unanimously.

PRINCIPAL'S REPORT

Mr. Hollick discussed his mailed report as follows:

A motion was made by Mr. George and seconded by Ms. Simms George to approve overnight travel by JROTC cadets to Otis Air Force Base from June 29-July 2, 2015. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Ms. Ross to approve out of state travel by JROTC students to Chocurua, NH on July 8, 10, 29 or 31, 2015. The motion was passed unanimously.

A motion was made by Mr. George and seconded by Ms. Ross to approve overnight, out of state travel to Cherryfield, ME from September 18-22, 2015 by students in the Learn and Serve Program. The motion was passed unanimously.

PERSONNEL MATTERS

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to re-appoint Peter Zona to the position of Treasurer for FY16. The motion was passed unanimously.

Members conducted a second reading of the job description for Senior Maintenance, as amended. A motion was made by Mr. Valarioti and seconded by Ms. Ross to approve the second reading of the job description as amended. The motion was passed unanimously.

Members conducted a second reading of the job description for Senior Account. A motion was made by Mr. Valarioti and seconded by Mr. George to approve the second reading of the job description. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the job description for Assistant Treasurer. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to set the salary for Assistant Treasurer at a range of \$1,000 to \$2,500. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Ms. Ross to post, advertise and fill the position of Assistant Treasurer. The motion was passed unanimously. Mr. Charbonneau and Ms. Ryan will form a sub-committee and bring forward 1 candidate to recommend to the school committee.

A motion was made by Mr. George and seconded by Ms. Ross to approve the job description for Part Time Clinical Instructor. The motion was passed unanimously.

A motion was made by Mr. George and seconded by Mr. Charbonneau to post, advertise and fill the position of Part Time Clinical Instructor. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. George to post, advertise and fill any non-administrative positions already in the budget if an unexpected vacancy arises prior to the next school committee meeting. The motion was passed unanimously.

The Superintendent's 90 Day Review was handed out to Mr. Houle and the school committee members for their review. The committee asked Mr. Houle to create 4 to 6 smart goals over the summer to be presented at the August school committee meeting.

POLICY DEVELOPMENT

Dorothy Presser from MASC was present to discuss MASC policy services.

VOTE: A motion was made by Ms. Ross and seconded by Ms. Simms George to approve contract for MASC policy manual development. The motion was passed unanimously.

COMMUNICATIONS

Mr. Houle discussed the letters regarding Ms. Viens being appointed to the Board of Registration of Cosmetology and Barbering.

NEW BUSINESS

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to appoint Ernest Houle to the Assabet Valley Collaborative Board of Directors for FY16. The motion was passed unanimously.

The next school committee meeting date will be August 25, 2015.

OLD BUSINESS

Members discussed attendance at MASC Joint Conference in November 2015. Ms. Ryan is planning on attending.

At 8:29PM, a motion was made by Mr. Valarioti and seconded by Mr. George to go into Executive Session for the purpose of discussing administrative contracts and salaries. The motion was passed unanimously. It was noted the committee would not be returning to regular session.

At 9:50 PM, a motion was made by Mr. Charbonneau and seconded by Mr. Denman to go out of Executive Session and adjourn the meeting. The motion was passed unanimously.

The minutes herein were recorded by the Clerk Protem, approved by the Committee and so noted in a subsequent record.

Joseph A. Valarioti, Secretary

Accompanying Paperwork – School Committee Meeting of June 16, 2015

- Meeting Agenda dated June 16, 2015
- Proposed meeting minutes from June 2, 2015
- Memo from Mr. Houle to School Committee members dated June 16, 2015 re: Warrant
- Bid Results from the \$27,000,000 General Obligation School Bonds
- Vote Of The Regional Vocational School District School Committee dated June 16, 2015
- Assabet After Dark FY15 Annual Report
- Superintendent-Director's Report to the School Committee
- Superintendent-Director's State of the Institution Report
- Superintendent-Director's Proposed Goals for the 2015-2016 School Year
- Memo from the Director of Business Operations to the School Committee dated June 16, 2015 re: Fiscal and Operations Update
- FY15 Assabet Valley General Fund Financial Report as of June 1, 2015
- Appendix to Financial Report dated June 1, 2015
- Proposed Budget Transfers FY15 dated June 16, 2015
- Cafeteria Salary Schedule

- FY16 Food Service Budget
- Custodial Salary Schedule
- Day Care Salary Schedule
- Childcare Program: Fiscal Review
- FY16 Childcare Rates
- Facts By Numbers – Assabet Renovation Project Update
- Principal’s Report packet to the School Committee re: out of state and overnight travel
- Superintendent-Director’s Memo dated June 16, 2015 re: Appointment of Treasurer
- Job Description – Senior Maintenance
- Job Description – Senior Accountant
- Job Description – Assistant Treasurer
- Job Description – District Treasurer
- Superintendent-Director’s Memo dated June 16, 2015 re: Posting of Vacancies
- Job Description – Part-time Clinical Instructor
- Superintendent-Director’s Memo dated June 16, 2015 re: Summer Vacancies
- Policy Development Report to the School Committee
- AVRVD Policy Sub-Committee Recommendation
- AVRVD Policy Sub-Committee meeting minutes from May 12, 2015
- MASC Proposal for Policy Manual Development
- Letter from the Commonwealth of Massachusetts to Ms. Viens dated June 2, 2015
- Letter from Ms. Viens to Mr. Houle dated June 8, 2015
- Letter from Mr. Houle to Ms. Viens dated June 9, 2015
- Superintendent-Director’s Memo dated June 16, 2015 re: AV Collaborative Board of Directors
- Handout on H340-An Act Relative To A Moratorium On High Stakes Testing and PARCC
- Memo from MASC dated May 26, 2015 re: Special “End of Year” Conference Savings
- Meeting minutes from June 2, 2015 Executive Session