

**ASSABET VALLEY REGIONAL VOCATIONAL
DISTRICT SCHOOL COMMITTEE**

August 19, 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 7:00 PM by the Chair. Members present were Ms. Simms George, Mr. George, Mr. Valarioti, Mr. Charbonneau and Ms. Ryan. Mr. Denman arrived at 7:30 PM. Also present were Mr. Luoto and Mr. Hollick.

BILLS AND PAYROLL

A motion was made by Mr. Valarioti and seconded by Ms. Simms George to approve warrant numbers 3, 1000-1008, 5391, 5392, 1184-1187, 4 and 5393-5395. The motion was passed unanimously.

AUDIENCE

Eric Roise from Gale Associates was present to review the proposal for updates and improvements to the baseball/softball athletic fields.

Mr. Denman arrived at 7:30 PM.

A motion was made by Mr. Charbonneau and seconded by Ms. Simms George to authorize the administration to transfer a maximum of \$350,000 from Out-of-District tuition funds for the purpose of baseball/softball athletic field improvement. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to award the bid for field improvements to low bidder, Green Acres for the base bid and including Alternate No. 1 and Alternate No. 2; and to authorize Mr. Luoto to sign the contract with Green Acres. The motion was passed by a vote of 6-0. Voting "yea" on the motion were Mr. George, Mr. Charbonneau, Mr. Denman, Ms. Simms George, Mr. Valarioti and Ms. Ryan. There were no "nay" votes.

SUPERINTENDENT-DIRECTOR/DIRECTOR OF BUSINESS OPERATIONS REPORT

Mr. Luoto discussed his mailed report as follows:

- Member towns have received an update on the status of the district.
- The town of Sudbury has expressed interest in sending students to Assabet Valley and possibly withdrawing from the Minuteman District.
- Phase 6 of the building project is nearing completion.
- The Administrators went on their annual retreat – members received the agenda in their packets for review.
- FY14 Audit – Jim Eggert has offered to personally oversee the FY14 audit through Markham Associates. He noted that he is aware of the Committee's concerns regarding the previous audit and he will work to make sure the upcoming audit addresses those concerns.
- Update on the P-Card – use of the card has gone well and the district will look to use it more.

PRINCIPAL'S POST

Mr. Hollick distributed copies of his report that members initially received on July 22.

Mr. Hollick made a request that the District School Committee approve a request to increase ELL support services. A motion was made by Ms. Simms George and seconded by Mr. George to increase ELL support staff member from .58 FTE to .875 FTE. The motion was passed unanimously.

Mr. Hollick noted that the teaching staff will return on August 26. 282 freshmen will start school on August 28, and 13 new staff will be starting this school year. He also noted that Assabet Valley will be participating in the Marlborough Labor Day parade.

NEW BUSINESS

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to authorize the Chair to initial the teacher evaluation language on behalf of the District School Committee. The motion was passed unanimously.

Members updated Mr. Luoto on their intended attendance at the MASC/MASS Joint Conference.

PROGRAM ADVISORY COMMITTEE

A motion was made by Mr. George and seconded by Mr. Denman to appoint Elita Gould to the Health Technology Program Advisory Committee for a period of four years; Christina Hebert to the Health Technology Program Advisory Committee for a period of four years; and Shawn Lussier to the Metal Fabrication Program Advisory Committee for a period of four years. The motion was passed unanimously.

At 8:30 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau to go into Executive Session for purposes of discussing matters pertaining to contract negotiations, discussing strategy with respect to collective bargaining and of discussing litigation strategy. The motion was passed unanimously. Voting "yea" on the motion were Mr. George, Mr. Charbonneau, Mr. Denman, Ms. Simms George, Mr. Valarioti and Ms. Ryan. There were no "nay" votes.

At 10:29 PM, a motion was made by Mr. Charbonneau and seconded by Ms. Simms George to go out of Executive Session and return to regular session. The motion was passed unanimously.

PERSONNEL MATTERS

A recommendation was made by Mr. Luoto that the District School Committee recognize a Paraprofessional position vacancy and authorize the administration to post, advertise and fill the position. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the motion. The motion was passed unanimously.

A recommendation was made by Mr. Luoto that the District School Committee recognize a vacancy in the position of Secretary in the Vocational Office and authorize the administration to post, advertise and fill the position. A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to approve the motion. The motion was passed unanimously.

A recommendation was made by Mr. Luoto that the District School Committee recognize a 3rd shift Custodian position vacancy and authorize the administration to post, advertise and fill the position. A motion was made by Mr. George and seconded by Ms. Simms George to approve the motion. The motion was passed unanimously.

After discussion, Ms. Simms George and Mr. Charbonneau agreed to work on changes to the job description for the Superintendent-Director.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to authorize Ms. Ryan to enter into a contract with Mary Jo Nawrocki as Interim Superintendent-Director on behalf of the District School Committee. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Charbonneau to authorize Ms. Ryan to enter into a contract with Kris Luoto as Interim Assistant Superintendent-Director on behalf of the District School Committee. The motion was passed unanimously.

A motion was made by Ms. Simms George and seconded by Mr. Denman to authorize the administration to post and advertise the position of Superintendent-Director. The motion was passed unanimously.

Members discussed essay questions to be included as part of the application for the position of Superintendent-Director.

Members discussed the formation of a screening committee and an interview committee. Mr. Charbonneau offered to help Ms. Nawrocki with the screening process.

At 10:50 PM, a motion was made by Ms. Simms George and seconded by Mr. Charbonneau 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 August 19, 2014

- Meeting Agenda dated Tuesday, August 19, 2014
- Memo from Kris Luoto to the School Committee dated August 19, 2014 re: School Committee Meeting Minutes
- Two memos from Kris Luoto to the School Committee dated August 19, 2014 re: Warrant
- Memo from Kris Luoto to the School Committee dated August 13, 2014 re: Update
- Leadership Conference Agenda, August 6-8, 2014
- Letter to Mr. Collins from Gale Associates re: Athletic Facility Improvements - Baseball/Softball
- Copy of Bid Opening Tabulations Form from Gale Associates
- Memo from Mark Hollick to the School Committee dated July 8, 2014 re: Principal's Report-July 22, 2014
- MASC/MASS Joint Conference 2014 attendance form
- Copy of the MASC/MASS Joint Conference Update flyer
- Copy of Teacher Evaluation language
- Recommendation memo and accompanying paperwork for Program Advisory Committee appointments for Elita Gould, Christina Hebert, and Shawn Lussier
- Memo from Kris Luoto to the School Committee dated August 19, 2014 re: Posting of Vacancies
- Job description for Superintendent-Director