

**Minuteman Regional Vocational Technical School District  
School Committee Minutes  
October 16, 2007**

**School Committee Members:** Charles Olmstead – Acton, Not Present; Laura Morrissette – Arlington, Present (Secretary); Joseph Scali – Belmont, Present; Kileen Burgoyne – Bolton - Present; Donna Corey – Boxborough, Not Present; Nancy Pirman-Weiss – Carlisle, Present (Vice Chairperson); John Lang – Concord, Present; Frank Gobbi – Dover, Not Present; Rosalie Barton-May – Lancaster, Present; Marjorie Daggett – Lexington, Present; Kemon Taschioglou – Lincoln, Present; Jeffrey Stulin – Needham, Present (Chairperson); Alice DeLuca – Stow, Present; Paul Lynch – Sudbury, Present; Mary Ellen Castagno – Wayland, Present; David Harmon – Weston, Present

**Staff:** Dr. Edward Bouquillon/Superintendent, Jim Laverty/Assistant Superintendent/Principal, Tom Markham/Assistant Superintendent, Jan Killeen/Business Manager, Bruce Bryan/Facilities Director

**Student Rep:** Keyona Bell - Present

**Visitors:** Donna Heisler, John Pelletier, Jannine Baker, Connie Maynard, Sheila Nagle, Jane Wiggin - Minuteman Staff  
David Shutoff - NETC

**Call to Order:** The meeting was called to order at 7:07 p.m. by Chairperson Jeff Stulin.

**Secretary's Report**

**A. Approval of Minutes:** A motion was made by Nancy Pirman-Weiss, seconded by Joe Scali, to accept the School Committee minutes of September 18, 2007. Voted in favor - 10, Abstentions - 2, motion carried.

**B. Communications:** Mr. Laverty distributed invitations to the School Committee members for an Advisory Committee dinner scheduled for October 23rd.

**Recognition of Groups and/or Individual Visitors**

**A. Student Trip - Foreign Language Department:** Foreign Language teachers Connie Maynard and Sheila Nagle, along with NETC representative David Shutoff, provided details for a proposed trip to Italy in April, 2008. They are asking for School Committee approval in order to begin the process.

A motion was made by Rosalie Barton-May, seconded by Laura Morrissette, to approve the student trip as proposed. Voted unanimously; motion carried.

**B. Other:** Dr. Bouquillon introduced Keyona Bell as the student representative to the School Committee for the 2007-08 school year. She will provide regular reports to the School Committee. Members indicated areas of interest regarding student activities.

Jannine Baker responded to questions regarding student participation in SkillsUSA.

**Subcommittee Reports**

**A. Finance:** Mr. Stulin reported on issues discussed at their recent meeting including the Mass. School Building Authority, the Cafeteria Plan, the state of Minuteman's internal accounting system, the properties on Mill Street, and salaries/contracts.

Ms. Killeen explained the Cafeteria Plan and Mr. Stulin asked that members read the packet "Employer Adoption Agreement" in preparation for a vote to be taken at the next meeting.

**B. Curriculum & Assessment:** This subcommittee has not met, although Ms. Pirman-Weiss noted they have discussed agenda items for meetings scheduled for November 13th, December 11th, and January 15th (all at 11:00 a.m.). The first meeting will focus on program development and strategy, curriculum help and student support, professional development, and assessing learning at Minuteman.

**C. Personnel/Negotiations:** Mr. Lynch commented on the executive session scheduled during this meeting to discuss the proposal voted by the teachers. Other topics for discussion include parameters for future negotiations of contracts and personnel issues regarding the resignation of a special education teacher. Mr. Lynch indicated it would be helpful to

have a presentation from the Director of Special Education regarding the status of the special education programs. Dr. Bouquillon accepted this suggestion as valid.

**D. Capital/Facilities Advisory:** No report at this time

**E. Policy Revision Taskforce Update:** Ms. DeLuca reported that the web portal has been designed, although they will be test driving another program as well. A presentation will be made at a later date.

### School Reports

**A. Principal's Report:** Mr. Lavery provided a packet "MCAS Points of Information" to Committee members, reporting that the DOE released information on September 14th. He reviewed the report, including comments on Math, English/Language Arts, Science, AYP, comparison graphs of results for 2005 – 2007, etc.

**B. Enrollment Report:** Dr. Bouquillon noted that official October 1 reports have been sent to the district communities. Overall there are 750 students in the building which is down 3% from last year. The school continues to have an enrollment challenge which is being aggressively addressed. He will keep the School Committee updated each month regarding enrollment and marketing/recruitment.

Suggestions from members included a three year summary, and enrollment figures for member towns as well as out of district towns.

Dr. Bouquillon indicated his goal is to increase in-district enrollment. This may require different strategies for each individual town.

The Chairperson recommended one of our policies address the role of a school committee member and establish a list of duties.

**C. Marketing Recruitment Report:** Jane Wiggin, Director of Pupil Services, provided a report of activities being conducted by the Admissions Counselor, Maria Gonzalez, which included: contacting every middle school and guidance counselor in the district; scheduling tours; creating a vocational booklet; web site links with district towns; attending open houses and back to school nights at other schools; inviting all guidance counselors and principals to a luncheon at Minuteman on November 13th.

Tom Markham gave an update on marketing/recruitment efforts noting an integration concept to ensure the process is streamlined regarding communications with the middle schools. He indicated two big events coming up are the 8th grade tour days and the November open house. The general school brochure and program of studies are being redesigned into one document. Changes to the admissions policy will be recommended to make the process better. He commented on the changing of the word "shop" to "program major."

Ms. Wiggin mentioned the development of report cards for district schools. The Chairperson said this is very important.

**D. Superintendent Report:** Dr. Bouquillon provided a handout to School Committee members for an initial look at a security report which had been done through an agency called STARS, stating it is an overall component of the crisis management plan. He thanked Joe Lahiff for his work on this report.

Mr. Lahiff stated that STARS (School Threat and Assessment Response System) will also come in to assess the school's needs. He pointed out that it is publicly funded.

### Unfinished Business

**A. Motion to approve 2007-08 Salary Schedules for all staff:** The Chairperson stated that, with the support of the School Committee, this item will be moved to after the executive session.

**B. Motion to extend Lexington Senior Center lease agreement:** Ms. Killeen explained that this item has been discussed at the Finance Subcommittee meeting. The Lexington Senior Center has asked for a three year extension to their lease. The rent and insurance will be slightly increased.

A motion was made by Laura Morrissette, seconded by John Lang, to extend the Lexington Senior Center lease agreement for three years. Voted unanimously; motion carried.

**C. EQA Executive Summary:** The Superintendent asked if Committee members had questions or concerns regarding the EQA report which was provided to them last month. In response to comments he noted that the substantive issues regarding assessment of learning are valid, and that issues are being addressed around licensing of teachers, marketing and recruitment, etc. He does not believe there are any items which will require substantial funds.

### New Business

**A. Motion to authorize sale of a Chief Body, Squaring and Alignment System:** Following an explanation by Ms. Killeen, a motion was made by Alice DeLuca, seconded by Laura Morrissette, to authorize the sale of a Chief Body, Squaring and Alignment System, Model No. 409020, Serial Number No. PT07537, which is surplus equipment in the Collision Repair Shop. The equipment was donated to the school but never used. The machine is valued at \$3,000. Voted unanimously; motion carried.

**B. Motion to transfer money from Principal's Contracted Services:** A motion was made by Rosalie Barton-May, seconded by Laura Morrissette, that \$1,625.00 be transferred from the Principal's Contracted Services line account to the Hazardous Waste Disposal line account in the Safety Program to cover the Plumbing Shop clean-up required by the EQA Audit. Voted unanimously; motion carried.

**C. Award of Roof Bid:** Ms. Killeen provided information regarding bids for the roof of the Lincoln Lab day care center. RFP's were received by 12 companies; 3 companies submitted bids which were reviewed with Bruce Bryan. A motion was made by Laura Morrissette, seconded by John Lang, to award the bid as presented in the amount of \$39,900 to J.J.S. Universal Construction. Voted unanimously; motion carried.

**D. Other:** Ms. Pirman-Weiss reminded the School Committee of the upcoming MASC/MASS convention will take place in Hyannis November 14-18 which is before the next meeting. In the past a representative of the School Committee has been appointed. She suggested a representative be chosen. Resolutions can then be emailed to the Committee members and input provided to the representative.

Jeff Stulin moved that Nancy Pirman-Weiss be accepted as the School Committee representative to the MASC/MASS convention; seconded by John Lang. Voted unanimously; motion carried. Alice DeLuca made a motion that Ms. Pirman-Weiss vote on the resolutions at her discretion based on her knowledge of the School Committee's viewpoints; seconded by Jeff Stulin. Voted unanimously; motion carried.

### Executive Session

A motion was made by Jeff Stulin to enter executive session to discuss contract negotiations, to return to open session. A roll call vote was taken as follows: John Lang/Concord - in favor, Rosalie Barton-May/Lancaster - in favor, Alice DeLuca/Stow - in favor, Mary Ellen Castagno/Wayland - in favor, Nancy Pirman-Weiss/Carlisle - in favor, Jeff Stulin/Needham - in favor, Laura Morrissette/Arlington - in favor, Marjorie Daggett/Lexington - in favor, Kemon Taschioglou/Lincoln - in favor, Kileen Burgoyne/Bolton - in favor, David Harmon/Weston - in favor, Joseph Scali/Belmont - in favor.

### Return to Open Session/Vote

The School Committee returned to open session at 9:41 p.m. A motion was made by Alice DeLuca, seconded by Mary Ellen Castagno, to approve a 3% one year staff salary increase retroactive to July 1, 2007. Voted in favor - 11; Abstentions - 1; motion passed.

### Adjournment

A motion was made by Mary Ellen Castagno, seconded by Laura Morrissette, to adjourn the School Committee meeting at 9:43 p.m. Voted unanimously; motion carried.

Respectfully submitted,

Donna Denaro  
Recorder

Laura Morrissette  
Secretary to the Committee