

**Minuteman Regional High School  
School Committee Minutes  
November 20, 2007**

**School Committee Members:** Charles Olmstead – Acton, Present; Laura Morrissette – Arlington, Present (Secretary); Joseph Scali – Belmont, Not Present; Kileen Burgoyne – Bolton - Not Present; Donna Corey – Boxborough, Present; Nancy Pirman-Weiss – Carlisle, Present (Vice Chairperson); John Lang – Concord, Present; Frank Gobbi – Dover, Not Present; Rosalie Barton-May – Lancaster, Not Present; Marjorie Daggett – Lexington, Present; Kemon Taschioglou – Lincoln, Present; Jeffrey Stulin – Needham, Present (8:00) (Chairperson); Alice DeLuca – Stow, Not Present; Paul Lynch – Sudbury, Not Present; Mary Ellen Castagno – Wayland, Present; David Harmon – Weston, Not Present

**Administration:** Dr. Edward Bouquillon/Superintendent, Jim Laverty/Assistant Superintendent/ Principal, Tom Markham/Assistant Superintendent

**Student Rep:** Keyona Bell – Present

**Visitors:** Jane Wiggin/Director of Pupil Services, Debbie Dew/Math Team Advisor, Adam Strandberg/Student

An informational forum was held consisting of items on the agenda not requiring a vote or discussion by School Committee members, until such time as a quorum could be achieved and the meeting called to order.

**Secretary's Report**

**Parent Communicaton on MRSA:** Dr. Bouquillon shared a letter he had sent to parents of Minuteman students regarding MRSA bacterial infections. He indicated Minuteman is maintaining a high standard in addressing this issue.

**Invitation for a Conversation:** The Superintendent noted a letter received from Joe Rappa, Executive Director of the Office of Educational Quality and Accountability, inviting Minuteman to a meeting with the Educational Management Audit Council on November 29<sup>th</sup>.

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

**WPI Scholarship Presentation:** Mr. Laverty introduced Ms. Debbie Dew, Math teacher and advisor of the Minuteman Math Team. As the student with the highest score on the Math Team, Adam Strandberg was presented with a WPI scholarship award by Ms. Dew.

**Minuteman Retiree Luncheon:** The Retiree Luncheon is scheduled for November 27<sup>th</sup> at 11:30.

**School Reports**

**Special Education Program Update** – Dr. Bouquillon stated this agenda item is in response to a request at the last School Committee meeting. The Special Education Department has been in transition based on the CRP results. Significant changes were needed in how some issues in special education are approached. He introduced Ms. Jane Wiggin, Director of Pupil Services, who will provide more detailed information regarding CRP criteria.

Ms. Wiggin reviewed her report "Inclusion Initiative at Minuteman" including comments on No Child Left Behind, the CPR report, the proactive response of the Special Education Department, and an inclusion workshop for staff training. She noted positive outcomes, challenges, and future planning. She indicated a detailed analysis of all of the findings is available for interested parties.

Ms. Wiggin responded to questions/concerns from School Committee members, including the decrease in percentage of Sped students, the plan for students who struggle after being taken off an IEP, parent reactions, and compliance comparisons with other schools.

**Call to Order**

The meeting was officially called to order at 8:13 p.m. by Chairperson Jeff Stulin.

**Approval of Minutes:** A motion was made by Laura Morrissette, seconded by John Lang, to accept the minutes of June 19, 2007. Voted in favor: 8, Abstentions – 1; motion carried.

A motion was made by Laura Morrissette, seconded by John Lang, to accept the minutes of October 16, 2007. Voted in favor – 7, Abstentions – 2; motion carried.

### **Student Report**

Keyona Bell reported on student activities including the National Honor Society induction ceremony, the powder puff game, the Thanksgiving Day football game, freshmen shop exploration, first term report cards, open house, and breakfast with Santa.

### **Subcommittee Reports**

**Policy Revision Taskforce:** Dr. Bouquillon indicated he and Alice DeLuca have been looking at an online portal to use and have had a web based demonstration. Negotiations are taking place through the I.T. Director regarding cost benefits. They hope to have a decision by the next School Committee meeting and perhaps a brief training session.

Mr. Stulin commented that although there is no formal access subcommittee, Ms. DeLuca has made a number of connections in the state and continues to pursue issues that are germane to education in general. She has made contact with Jeff Wheeler and has been involved in meetings for the state Perkins plan. She will be asked to make a report when appropriate.

**Capital Facilities:** Mr. Olmstead noted their first formal meeting was held November 19<sup>th</sup>. The main focus is to get up to speed on the process for developments for the rehabilitation of the building. The Superintendent reviewed the new MBSA school rules. They hope to have a draft document soon. The expected range of reimbursement is 25 – 50 percent. Dr. Bouquillon stated they will put out an RFP for a consultant to help with the master plan.

**Curriculum and Assessment:** Ms. Pirman-Weiss reported they had an informational only meeting as there was not a quorum. The Superintendent reviewed issues with the subcommittee. They discussed program majors, Accuplacer for students going to college needing remedial services, extended day and extended year, and determined the need to know more about the health curriculum. She referred to a website: [www.virtualhighschool.com](http://www.virtualhighschool.com) and suggested members take a look at it.

Highlights of the MASC Conference were shared by Ms. Pirman-Weiss.

**Personnel/Negotiations:** no report

**Finance:** It was noted by Mr. Stulin that items requiring a vote will be discussed under New Business. He reported that the Superintendent has been going through the budget process and the committee will see a draft budget in December. The School Committee had approved a MASBO audit of our financial systems and this has occurred. The process was well regarded by the administration and a final report should be received within two weeks. The Superintendent will make a proposal of how to proceed.

Dr. Bouquillon stated there were five responses to the ESCO Energy RFQ. These will be reviewed next week. He has also sent out two RFP's for a consultant.

Mr. Stulin stated the finance subcommittee was presented with a technology plan to roll over computers. More details will be provided in the future.

**Enrollment:** School Committee members were provided with an In-District Grade 9-12 Student Enrollment Report from 1999 – 2007 by the Superintendent. (A request was made by Ms. Pirman-Weiss for an out-of-district report as well as shop numbers.)

**Marketing Recruitment:** Mr. Markham referred to the open house material provided. He commented on the active planning committee and that the open house was well attended. Survey results will be forthcoming. Other activities that have taken place included a luncheon for middle school guidance counselors hosted by Maria Gonzales, and two large 8<sup>th</sup> grade tour days. It was noted that to date three communities do not have a date scheduled for tours: Arlington, Needham, and Weston.

**Superintendent Report:** Dr. Bouquillon referred to his weekly newsletter to School Committee members. He commented that he has visited with 9 more community superintendents and that an emerging theme from these meetings is the willingness to work on creative ways to serve more students, ie., the expansion of half day programs. In

addition, he noted that were 57 Adams scholars from Minuteman. Committee members will receive their names and addresses.

A motion was made by Nancy Pirman-Weiss, seconded by Jeff Stulin, to send letters from the School Committee to the students receiving the Adams scholarship. Voted unanimously; motion carried.

### Unfinished Business

**School Committee Goals and Objectives:** The Chairperson made reference to a previous discussion regarding formal goals and objectives for the School Committee and asked if this is something they want to pursue.

Ms. Pirman-Weiss said there are two motives:

- 1) discuss long term where we want the school to go,
- 2) what do we want to focus on to get there?

Mr. Stulin suggested he can make a recommendation on the process. Members should email ideas to Nancy Pirman-Weiss (who noted a change to her email address: change ending to gmail.com). Ideas can be merged into one document, discussed at a meeting, refined, finalized, and revised each year. A favorable consensus was taken of the School Committee. Mr. Stulin will send an email to the membership.

In addition, he stated he would like to add a related item to the agenda regarding two goals:

- 1) School Committee member attendance,
- 2) School Committee member responsibilities. He will make a recommendation and proposal.

Mr. Olmstead suggested that a report should be sent to town moderators regarding attendance.

A motion was made by Jeff Stulin, seconded by John Lang, that the administration develop a summary report of school committee member attendance over the last two years. This report shall be sent to all school committee members. The report should be updated and sent out every quarter and annually to town moderators. The motion also included that the officers develop a proposed set of guidelines for school committee member responsibilities. A motion was made by Marjorie Daggett, seconded by John Lang, to change "annually" to "semi-annually." Voted in favor of amendment: 8, abstentions – 1; motion carried. Vote on main motion: in favor – 8, abstentions – 1; motion carried.

### New Business

**Motion to adopt Section 125 Cafeteria Plan:** A motion was made by Laura Morrissette, seconded by Nancy Pirman-Weiss to adopt the Section 125 Cafeteria Plan as presented. Voted unanimously; motion carried.

**Motion for payment of unencumbered FY07 bills from FY08 funds:** A motion was made by Laura Morrissette, seconded by John Lang, to approve the payment of two unencumbered 2007 bills from 2008 budget funds as presented. Voted unanimously; motion carried.

**Other – Two Motions - HVAC Equipment and Furniture Donations:** A motion was made by Donna Corey, seconded by John Lang, to accept the donation of HVAC equipment worth an estimated \$11,000 from the Carrier Corporation as presented, and to accept the donation of furniture and accessories by Sargentia Company in Waltham, MA estimated to be worth \$30-35,000 as presented. Voted unanimously; motion carried.

### Executive Session

The Superintendent stated there is not a need for an executive session.

### Adjournment

A motion was made by Chuck Olmstead, seconded by John Lang, to adjourn the meeting at 9:32 p.m. Voted unanimously; motion carried.

Respectfully submitted,

Donna Denaro  
Recorder

Laura Morrissette  
Secretary to the Committee