

**Minuteman Regional Vocational Technical School District
School Committee Minutes
December 18, 2007**

School Committee Members: Charles Olmstead Acton, Not Present; Laura Morrissette Arlington, Present (Secretary); Joseph Scali Belmont, Present; Kileen Burgoyne Bolton, Present (7:30); 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, Not Present; Marjorie Daggett Lexington, Not Present; Kemon Taschioglou Lincoln, Present; Jeffrey Stulin Needham, Present (Chairperson); Alice DeLuca Stow, Present; Paul Lynch Sudbury, Not 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

Student Rep: Keyona Bell – Not Present

Call to Order: The meeting was called to order at 7:05 p.m. by Chairperson Jeff Stulin.

Secretary's Report

Approval of Minutes: A motion was made by John Lang, seconded by Joe Scali, to accept the School Committee minutes of November 20, 2007. A motion was made by Nancy Pirman-Weiss, seconded by John Lang, to amend the minutes with the following corrections. Page 1: Remove "Call to Order" and corresponding paragraph and replace with: "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." Page 2: Under Curriculum and Assessment – change spelling to "Accuplacer". Voted in favor to accept minutes as amended: 7, Abstentions – 2; motion carried.

Communications: Dr. Bouquillon referred to two meeting notices: 1) Special Education Advisory Council (SEPAC) meeting on January 15th, 2) an informational luncheon on December 20th with invited staff from member district schools to meet with the Superintendent and Admissions Counselor.

Other: Ms. DeLuca shared a copy of *Science* magazine containing an article about a telescope project that was worked on by a former Minuteman student, Alex Elton. Members suggested informing the public about such things, i.e. a press release. Mr. Markham will pursue this.

Subcommittee Reports

Finance: Mr. Stulin reported the subcommittee has met twice since the last School Committee meeting. He reported on progress with the new automation system stating the school will be able to take the information and create meaningful reports for the School Committee. Other items discussed included oversight responsibility for the budget; the need to modify the warrant procedures to be in line with the state; long term software issue which is still undecided; leasing the energy house, long term I.T. system lease purchase, five year plan, RFQ strategic master plan.

Curriculum, Instruction & Assessment: Ms. Pirman-Weiss stated topics discussed at the last subcommittee meeting included the Chapter 74 approval process for adding career majors; virtual high school; and the plan to have the general advisory committee address the School Committee at the January 8th meeting.

Personnel/Negotiations: no report

Capital/Facilities: no report

Policy Revision Taskforce: Dr. Bouquillon presented two policies for a first reading as recommended by the school's financial consultant and which had been discussed during the Finance Subcommittee meeting. A motion was made by Alice DeLuca, seconded by John Lang, to accept the Gates Receipts Policy and the Budget Adoption and Amendment Policy for a first reading. Voted unanimously; motion carried.

Other: Ms. DeLuca referred to contacts she has made with state focus groups, the Board of Education, and her role as a parent representative on the Perkins Review Committee.

School Reports

Enrollment: The Superintendent presented graphic charts with updated information including total enrollment, member town enrollment, member town yield from applications and provided handouts on projected enrollment by vocational program as well as a comparison of withdrawals between October 1 and December 1 from 2005 through 2007.

FY2009 Budget Review: Dr. Bouquillon remarked on the budget process and expressed appreciation to Jan Killeen, staff members, subcommittees, and advisory committees for their input. He reviewed the draft budget through a power point presentation commenting on NEASC, ESCO, reorganization of the school, additions and reductions, and realigned roles and responsibilities. He stated the budget will accommodate a 15% enrollment increase, a greater level of professional development, high academic achievement for all students, and will consolidate areas of inefficiency. The draft budget currently reflects a 4.9% increase, however, the desired 2.5 – 3% increase for the final budget will require additional reductions.

Mr. Stulin referred to Version 1 of the budget indicating it was the recommended format by the consultant and will be the one used for the final vote on the budget. The traditional two page format was also presented to committee members. He reported that the administration is working on a new form for assessments.

The Superintendent responded to questions/comments by committee members and discussed each line item that reflects a difference over \$20,000. He will provide a narrative to explain budget items at the next meeting.

Unfinished Business

School Committee Goals and Objectives: Ms. Pirman-Weiss thanked members who responded regarding this topic, noting she had received 8 responses in total. She referred to the handout which included ten suggested goals.

The Chairperson commented that the key will be to align what the School Committee can do and what the administration can do regarding the goals, as well as how to approach them and determining timeframes.

Ms. Pirman-Weiss stated the next step is to assign criteria to each goal and provided a handout with suggested criteria as well as recommended subcommittees to work on the specific goals.

A motion was made by Jeff Stulin, seconded by Laura Morrissette, that the subcommittees develop a list of goals and objectives by the next School Committee meeting.

Following discussion on the merits of the motion, the motion was voted: in favor – 9, abstentions – 1; motion carried.

Mr. Stulin referred to the Draft Responsibilities List for Minuteman School Committee Members dated 12/18/07 and asked members to review it and email him with comments, concerns, and recommendations. He will revise it for the next meeting.

New Business

Motion to declare Energy House surplus and discussion of lease to M.A.S.S.: Following an explanation by the Superintendent, a motion was made by Dave Harmon, seconded by John Lang, to accept the Authorization for Disposition of the Energy House located on the Minuteman Campus as presented. Voted unanimously; motion carried.

Motion to approve payment of two unencumbered 2007 bills from 2008 budget funds: A motion was made by Dave Harmon, seconded by Alice DeLuca, to approve the payment of two unencumbered 2007 bills from 2008 budget funds:
1) \$100.00 to Brasco Florist to be taken from the Principal's budget for flowers for National Honor Society Dinner 11/17/06,
2) \$1,661.91 to Toshiba Business Solutions for copy overage to be taken from the Math budget. Voted unanimously; motion carried.

Approval of Request for Qualification & Fee Proposals for the Master Planning Study: Dr. Bouquillon reviewed the proposal. A motion was made by Dave Harmon, seconded by Alice DeLuca, to approve the Request for Qualification & Fee Proposals for Minuteman Regional High School Facilities Strategic Master Planning Study as presented. A motion was made by Kemon Taschioglou to amend the motion by changing the word "fad" to "concept" under Description of Need; seconded by John Lang. The Committee unanimously voted to approve the motion as amended; motion carried.

Lease of Tom Cat: A motion was made by Laura Morrissette, seconded by Kileen Burgoyne, to authorize the lease of a Tom Cat 250 Ride-on Rotary Disk Automatic Scrubber for a 48-month period at \$295.93 per month with a \$1.00 buy-out, contingent on the annual availability of budgeted funds and revenue. Voted unanimously; motion carried.

Following the vote it was noted that a two-thirds approval of School Committee members is required for this particular motion, therefore, the motion was tabled as a two-thirds quorum was not present.

School Committee Meeting Schedule: A motion was made by Laura Morrissette, seconded by Kileen Burgoyne, to accept the School Committee Meeting Schedule for February of 2008 – July of 2008. The date of the February meeting was changed to February 12th instead of the 19th. Voted unanimously; motion carried.

Mr. Harmon suggested in the future that the December School Committee meeting not be scheduled the week before Christmas. Other members concurred.

Adjournment

A motion was made by Mary Ellen Castagno, seconded by Dave Harmon, to adjourn the meeting of the School Committee at 9:23 p.m.

Respectfully submitted,

Donna Denaro
Recorder

Laura Morrissette
Secretary to the Committee