

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

School Committee Members: Charles Olmstead – Acton, Present; Laura Morrissette – Arlington, Not Present (Secretary); Joseph Scali – Belmont, 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, 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

Visitors: Jannine Baker/SkillsUSA, Donna Heisler, John Pelletier, Jane Wiggin/Director of Pupil Personnel

I. Call to Order

The meeting was called to order at 7:10 p.m. by Chairperson Jeff Stulin. It was noted that a quorum was not present at this time.

II. Secretary's Report

The Chairperson welcomed the new member from the town of Belmont, Mr. Joseph Scali. In addition, he extended congratulations to Alice DeLuca who has been asked by Jeff Wheeler, state director of career vocational technical education, to serve on a consultation committee which will review the processes for the five year plans for the Perkins grant.

A. Approval of Minutes: A motion was made by Alice DeLuca, seconded by Chuck Olmstead, to accept the School Committee minutes of July 17, 2007.

Corrections: page 3 – second line – change “objections” to “objectives.”

Ms. Castagno indicated that she had abstained from voting during the Election of Officers.

Vote to accept minutes as amended: In favor - 7, Abstentions - 3, motion carried.

B. Communications, Article, Governor's Readiness Project: Dr. Bouquillon referred to an article by the Lincoln Journal regarding the new superintendent at Minuteman. He also reported that he has been asked to serve on the Governor's Readiness Project. He is the only high school representative and one of a few vocational people.

III. Recognition of Groups and/or Individual Visitors

A. New Staff Introductions: Dr. Bouquillon pointed out that the new staff are attending a Freshman Parent Night and therefore could not be present at the School Committee meeting.

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B. SkillsUSA: Trip Request: Ms. Jannine Baker presented a proposal seeking approval for overnight travel to the annual SkillsUSA Fall State Leadership Conference to be held November 18-20, 2007 in Marlboro, MA. She reviewed the student requirements and the costs of attending the conference, noting that money will be raised through fundraising activities.

Motion: A motion was made by Rosalie Barton-May, seconded by Alice DeLuca, to approve the overnight travel proposal as presented. Voted unanimously; motion carried.

C. Culinary Arts Instructor Recognition: The Superintendent shared that Mr. Norman Myerow received an industry leadership award for 2007 by *Modern Baking* magazine.

D. Other: It was noted that Graphics instructor, Mr. Dan Vardaro, was presented with an excellence in teaching award by Northeastern University.

IV. Subcommittee Reports

A. Finance Subcommittee: Dr. Bouquillon reported that he has been working with Jan Killeen to begin the process of looking at how things are done in the business office. He noted he has no concerns regarding the school's fiscal health or

with how finances are managed. Results of an audit by KPMG should be available in a few weeks. He recommended a financial operations review be conducted by the Mass. Association of School Business Officers (MASBO). It would include a self assessment and a two day site visit by MASBO after which time a report would be provided noting the strengths and weaknesses of the school. He has spoken with several finance subcommittee members who seemed to be in agreement. The Superintendent stated a report would be made sometime around November. The cost for the review is \$4750 and these funds are available.

Motion: A motion was made by John Lang, seconded by Chuck Olmstead, to proceed with the MASBO financial operations review. Voted unanimously; motion carried.

B. Curriculum & Assessment Subcommittee (formerly Academic): Ms. Pirman-Weiss reported this subcommittee is currently looking at the busing situation and feel there is need for two additional buses. She also remarked on the drop outs and seniors who did not graduate, noting reasons. The subcommittee would like to look into this situation as well as how to retain students in shops and ensure that homework is online for all classes.

Dr. Bouquillon commented that the area of curriculum instruction and assessment is a process that needs to be looked at in depth.

C. Personnel/Negotiations Committee: Mr. Lynch stated this issue will be discussed during the executive session of this meeting.

D. Capital/Facilities Subcommittee: In Mr. Gobbi's absence, Dr. Bouquillon reported that the main focus of this subcommittee will be to put together a master plan for the building.

E. Access: Ms. DeLuca reported the last meeting was held in July at which time they had a presentation about plans for open house in the fall and a tech expo in the spring.

F. Policy Revision Taskforce Update: Dr. Bouquillon shared information regarding a web portal for School Committee members' access only, which would include all the policy revisions. Ms. DeLuca stated they will be addressing the "green products" issue, Cori reviews, and a drug free workplace policy in the future.

G. Other: Mr. Stulin referred to the "Proposed Subcommittee Guidelines." In July the officers and the chairs of the subcommittees met with the Superintendent, resulting in revised guidelines. In addition, Dr. Bouquillon had stated he would like to be the administration liaison to all the subcommittees.

The "Proposed Minuteman Subcommittees 2007/2008" is based on a recommendation of the Superintendent. It was noted that the former Academic Subcommittee will now be called Curriculum/ Assessment.

Motion: A motion was made by Dave Harmon, seconded by Rosalie Barton-May, to accept the format as presented. Mr. Harmon indicated that at some point he would like to make a motion to reinstate the Access subcommittee. Dr. Bouquillon recommended a more appropriate title for Curriculum/Assessment would be Curriculum Instruction/Assessment.

Following discussion, Mr. Stulin made a motion to amend the motion as follows: to change curriculum/assessment to curriculum instruction/assessment, and under Curriculum to take out the word "oversee" in the second bullet and delete the third bullet. Motion was seconded and voted unanimously.

Vote on main motion as amended: Voted unanimously; motion carried.

Per the Chairperson, the chairs of the subcommittees will remain the same (he will speak with Mr. Gobbi who was not present). Members should contact the chairs of the subcommittees on which they would like to serve.

V. School Reports

A. Opening Day: Mr. Lavery reviewed a school opening report, indicating a smooth transition into the 2007-08 school year including information regarding the appropriate scheduling of students, transportation, maintenance projects, and school safety. He provided a list of new staff members. It was noted by Dr. Bouquillon that in the case of three resignations whose positions were not rehired, their duties have been redistributed.

B. Enrollment Report: It was reported by the Superintendent that numbers are down slightly from last year, however, the freshman class enrollment has increased. He pointed out that enrollment figures are not official until the first of October.

C. Marketing Recruitment Strategies and Events: Mr. Markham and Ms. Wiggin reported on a strong, productive start for this school year. They shared marketing/recruitment strategies and goals, as well as planned activities regarding admissions.

Suggestion was made that a log be kept of efforts/results in each district town to share with the respective school committee member. Dr. Bouquillon referred to a report card for each town.

D. The Superintendent Report: Dr. Bouquillon reported on a retreat held over the summer with 30 staff members regarding creating a shared vision. He reviewed what transpired, including processes and incomes; development of ground rules; Superintendent entry update (he had met with individual staff, school committee members, and in small group sessions); findings from the interviews (strengths and weaknesses); what he intends for Minuteman; basic first steps; goals; overview of his report.

VI. Unfinished Business

A. **Motion** to accept and sign contracts: A motion was made by Dave Harmon, seconded by John Lang, to authorize the following persons to enter into contracts on behalf of the District: The Superintendent-Director, the Assistant Superintendent/Principal, the Business Manager, the School Committee Chairperson the Assistant Superintendent/Principal, the Business Manager, the School Committee Chairperson. Following discussion, Mr. Harmon asked to move the question: In favor – 9, Opposed – 1; question is moved. Vote on motion: in favor – 10, Opposed – 0, Abstentions – 2; motion carried.

B. Energy Performance RFP Release Motion: Dr. Bouquillon explained his recommendation to solicit bids and proposals for work to be done on our energy and management systems that will most likely result in significant savings, including the cost of the proposal. Mr. Bryan and Ms. Killeen provided further details.

Motion: A motion was made by Paul Lynch, seconded by Dave Harmon, to authorize Administration to move forward with the proposed comprehensive energy and water conservation audit and facilities improvement services project on behalf of the District by soliciting quotes from qualified Energy Services Company vendors according to the specifications of RFQ 005-08: Energy Performance Contracting. Following discussion, the motion was voted unanimously; motion carried.

C. EQA Executive Summary: A report had been included in the School Committee packet – this will be discussed at the next meeting.

VII. New Business

Motion to Transfer Funds: A motion was made by Dave Harmon, seconded by Kemon Taschioglou, that \$21,840 be transferred from the Instructional Aides Salary Account to the Custodial Salary Account to cover the transfer of a part-time staff member between the two departments. Voted unanimously; motion carried.

VIII: Executive Session

A roll call vote was taken to enter executive session for the purpose of discussing contract negotiations, not to return to open session.

John Lang/Concord – in favor, Chuck Olmstead/Acton – in favor, Mary Ellen Castagno/Wayland – in favor, Alice DeLuca/Stow – in favor, Nancy Pirman-Weiss/Carlisle – in favor, Jeff Stulin/Needham – in favor, Kemon Tashioglou/Lincoln– in favor, Rosalie Barton-May/Lancaster – in favor, Donna Corey/Boxborough – in favor, Paul Lynch/Sudbury – in favor, Dave Harmon/Weston – in favor, Joe Scali/Belmont – in favor. A unanimous vote was cast to enter executive session at 9:52 p.m.

Respectfully submitted,

Donna Denaro
Recorder

Laura Morrissette
Secretary to the Committee