

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REGULAR SCHOOL COMMITTEE MEETING  
DECEMBER 15, 2015 PM 7:00 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

Jeff Stulin, Chair (Needham)	Jennifer Leone (Lancaster)
Carrie Flood, Vice-Chair (Concord)	Sharon Antia (Lincoln)
David Horton, Secretary (Lexington)	Pam Nourse (Acton)
Alice DeLuca (Stow)	Jack Weis (Belmont)
Ford Spalding (Dover)	Mary Ellen Castagno (Wayland)
Vince Amoroso (Boxborough)	Doug Gillespie (Weston)
Judy Taylor (Carlisle)	Sue Sheffler (Arlington)
Dave Manjarrez (Sudbury)	
David O'Connor (Bolton),	

**Also present:** Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Bill Blake, Steve Sharek, Diane Dempsey, Nancy Pierce, Sheila Nagle, Caitlyn Kelliher, Gene DiPaolo, Ann Needle, Dan Dunn, Dan Matthews, Peter Braun, Bob McLaughlin

**1. CALL TO ORDER: OPEN SESSION**

The Chair called the meeting to order at 7:00 PM, and noted that Mr. Manjarrez was recording the meeting.

**2. PUBLIC COMMENT**

Mr. Manjarrez called attention to the letter in the packet sent to Sudbury regarding Mr. Manjarrez's recent emails. He also noted that not included was Mr. Haarde's response indicating support of Mr. Manjarrez, and his view that the messages from Mr. Manjarrez were the same, still unresolved, and that his own letters to the School Committee have gone unanswered. He also noted that last year, Mr. Stulin had corresponded with then Moderator, Myron Fox, who had a similar response. Mr. Manjarrez stressed his opinion that his emails were based on fact supplied by the school and the DESE, and they articulated his view of failing performance, subsidies, and a school that was larger than needed. He emphasized his concern for a better vocational school for the students.

**3. CHAIR'S REPORT, *Jeff Stulin***

The Chair had no report.

**4. PRINCIPAL'S REPORT, *Jack Dillon***

**a. Request for Approval of Overnight Field Trip: Horticultural Students**

Principal Dillon presented details of the trip, and in response to questions noted that CDE relates to career development events, that the trip is financed by a combination of FFA funds and local budget, with no cost to the students, and that the cost of the chaperone is included. The Superintendent noted that the trip conforms to all policies of the district. The following vote was then taken:

**ACTION 2015 #96**

Moved (DeLuca) and seconded (Leone)

To approve the Overnight Field Trip for Horticultural Students to attend the Future Farmers of American Annual Winter Leadership Camp Jan. 8-9, 2016, as presented

**Vote:** Unanimous

## **5. ASSISTANT SUPERINTENDENT'S REPORT, *Kevin Mahoney***

### **a. Informational: Certified E & D as of 7.1.15**

Mr. Mahoney explained that the Excess and Deficiency (E&D) amount was certified by the Department of Revenue at \$843,306. In response to questions, he explained why this was a significant increase from last year, specifically due to efforts related to downsizing, early retirement, lower than anticipated increase in health insurance, and higher revolving fund balances. Members of the Finance Subcommittee added that this is good news, that it is still under the 5% maximum allowable, and they will be reviewing what the right target is going forward.

### **b. Preliminary Status of FY 17 Budget**

Mr. Mahoney explained the process of the FY 17 Budget Development so far, noting the goal of delivering a level-funded budget. He pointed out that Version 1 reviewed by the Finance Subcommittee on December 3 showed a percentage increase from FY 16 of 1.7% to the Total Operating Budget and a 6.4% increase to Total Assessments. Version 2 reviewed on December 10, and distributed at the table (Attachment A), showed a percentage decrease of -0.52% to the Total Operating Budget and a 3.5% increase to Total Assessments. He noted that the Finance Subcommittee will meet again on January 5, and while he anticipates no further reductions, he will be looking at the early retirement incentive results, the regional transportation reimbursement, and the 2<sup>nd</sup> Quarter Actuals to further inform the process.

### **c. Appointment of Chief Procurement Officer**

Referring to the certification details included in the packet, Mr. Mahoney explained how this appointment relates to his position as Assistant Superintendent for Finance, and noted that the Inspector General requires a designation by the School Committee. In response to a question, he confirmed that this appointment continues as long as he is in the position and maintains the certification. The following vote was then taken:

#### **ACTION 2015 #97**

Moved (Gillespie) and seconded (DeLuca)

To appoint Kevin Mahoney as Chief Procurement Officer

**Vote:** 15 in favor, 1 abstention

## **6. SUBCOMMITTEE REPORTS**

### **a. Special Policy Task Force, *Alice DeLuca***

Ms. DeLuca explained that this policy is appearing for 2<sup>nd</sup> Reading, and that she has received no comments since the 1<sup>st</sup> Reading. The following vote was then taken:

#### **ACTION 2015 #98**

Moved (Spalding) and seconded (Flood)

To approve Policy DN School Properties Disposal Procedure for 2<sup>nd</sup> Reading

**Vote:** 15 in favor, 1 abstention

She extended thanks to the Finance Subcommittee, Mr. Mahoney, and Ms. Rozan for moving these policies along.

## **7. SUPERINTENDENT'S REPORT, *Ed Bouquillon***

### **a. Communications Update**

Dr. Bouquillon referred to materials included in the packet related to publicity, and extended appreciation to Steve Sharek for his dogged efforts to get the word out about Minuteman. In response to this material, Ms. Flood offered congratulations to Diane Dempsey, who recently was named Boston Globe's "Division

4 Girls Soccer Coach of the Year.” Mr. Weis asked for and received confirmation that no one from the Administration had been appointed to the Board of the Minuteman Futures Foundation, the recently created 501c3 non-profit corporation designed to support the growth and development of Minuteman High School. In addition, Dr. Bouquillon shared the recently developed Alumni Video, which will be used to inform parents, students, and towns about Minuteman. It was pointed out that this is not the final version, and at least one more edit is anticipated.

#### **b. Update on MSBA Process**

Dr. Bouquillon explained that the Schematic Design was submitted by the December 1, 2015, deadline, and that he has been in contact with MSBA as they begin their review. A number of questions have been generated by MSBA, and architects have been providing the necessary details. He expressed his opinion that MSBA is still learning how to work with vocational schools, pointing out their recent request for a listing of all equipment in the entire school, as they are beginning to realize that the Furniture, Fixtures, and Equipment (FF&E) formula may be inadequate for a vocational school.

He also noted that he and the architects are meeting with the Capital Planning Committee of Lincoln on December 16, the School Building Committee is meeting again on January 11, and the MSBA Board is meeting on January 27, 2016, to vote on the Schematic Design.

#### **c. Host Community Considerations**

Dr. Bouquillon explained that the Town of Lincoln has expressed some concerns as a host community, and that working out an Intermunicipal Agreement (IMA) with them is under consideration. Dr. Bouquillon pointed out that a meeting was held earlier in the day to work out some of the details with the Lincoln Chief of Police, Lincoln Selectman Peter Braun, Minuteman’s Brian Tildsley, and Kevin Mahoney. He referred to the Draft 2016 Intermunicipal Agreement and Policy Accommodations, dated 12.15.15, which was at the table (Attachment B), noting that this was a preliminary outline of the concepts. The following motion was made (Spalding) and seconded (Flood):

That the Minuteman School Committee hereby accepts the terms to be incorporated into an Intermunicipal Agreement (IMA) with the Town of Lincoln, and further, directs the Superintendent to prepare, with the assistance of legal counsel, an Intermunicipal Agreement. Said Intermunicipal Agreement will be ratified by the School Committee.

Discussion ensued around expected annual payment, services to and from the town, the terms of the draft agreement, the impact if the project was not approved, what other towns thought about this request, the need for a renewal clause to be explicitly written into the agreement, the new school’s location, the way this IMA idea evolved out of discussions around the Regional Agreement, that this could be seen as Lincoln’s push-back against the capital formula they don’t like, whether such a request for \$138K payment makes sense and what message it would send, and whether it is a precedent-setting arrangement. The Lincoln-Sudbury arrangement was raised, and it was pointed out that Lexington refused to be compensated for what they provide, when it was suggested to the town during discussions of the Lincoln request.

Additional concerns included that an IMA should be contingent on passing the building project, and the lack of clarity around the role of the liaison from Lincoln written in the draft. Dr. Bouquillon pointed out that any agreement would be reviewed by Counsel, and the language could be firmed up to address concerns.

Mr. Amoroso suggested looking at this IMA in the context of the work that has been done by the Selectmen, many of whom were present (himself, Doug Gillespie, Dan Dunn, Peter Braun, and Dan Matthews). He noted that the Selectmen group will be meeting again on December 17 to review the details of the three items in 7c, 7d, and 7e (the IMA, the Regional Agreement amendments, and the vote to bond under 16(d)), and he suggested that the School Committee defer action on the three items until the

January meeting of the School Committee, or at a special meeting of the School Committee prior to that date. He pointed out that the time frame still could be met, and that fast-tracking a decision before everyone is on board could chill the effort.

The following motion was then made (Amoroso) and seconded (Weis)

To defer action on the 3 interrelated items in 7c, 7d, and 7e until January 19 or a special School Committee meeting held before this time.

Concern was raised about the timing, the bonding, scheduling accommodations for Special Town Meetings, and the possibility of requesting placeholders for the necessary Warrant Articles.

The cost per pupil/year for Lincoln, the need for a more equitable fiscal policy, letting the Selectmen do the job they were asked to do, and appealing to the Massachusetts Legislature for relief were points raised.

Additional concerns included putting the cart before the horse, needing to work more collaboratively, needing to get the necessary feedback from the Selectmen before the School Committee takes the votes, and being of the cost savings.

A number of suggestions were made, including meeting soon after the Selectmen meet and supporting their efforts. How the three items are tied together and whether any one of them could be separated at this point were additional points made.

Mr. Amoroso again requested deferral of all three items, pointing out that the 16 Boards of Selectmen agree in principle, but need to discuss the final draft language, particularly in light of the three substantive changes: Lincoln's request, as articulated in the draft IMA, the student minimum adjustment, and the withdrawal provisions. He pointed out that the end goal is to advocate for the changes to the respective towns. To address this request, the Chair offered a few possible dates, and it was determined that members were available to meet on Monday December 21, 2015, at 6:00 PM. The motion to defer was amended (Gillespie) and seconded (Spalding) as follows:

To table items 7c, 7d, and 7e until Monday December 21, 2015, at 6:00 PM when a Special School Committee meeting will be held to address only these three items.

It was pointed out that it was unfortunate that votes could not be held tonight, when all members of the School Committee were present, that the weather needs to be considered in any winter date, and that attending the Special Meeting would represent a true commitment to the process and the school.

It was suggested that the Superintendent send an email to the Boards of Selectmen tomorrow, and request that they schedule a special Town Meeting in February, and that Mr. Amoroso could inform the other Selectmen about what's happening from the Selectmen's point of view.

The member from Wayland requested an earlier time, due to driving issues, and also expressed concern about the sequence of the votes.

A number of people expressed how impressed and astounded they were at the progress that the Selectmen have made.

Whether the IMA should be voted tonight was raised. A second amendment motion was made (Gillespie) and seconded (Flood) as follows:

To address only items 7d and 7e at the December 21 School Committee meeting.

Discussion included: that the IMA is part of the package, that getting to "yes" is not always neat, that it is

important to wait for the Selectmen to come back having reviewed all the materials, that there is a need for a renewal clause in the IMA, and that the IMA should be contingent upon approval of new building. Whether making payment to a host community is what Minuteman wants to be known for, and the fairness of delaying the vote were additional points raised

After discussion, the second amendment was withdrawn. The following vote on the amended main motion was then taken:

**ACTION 2015 #99**

Moved (Gillespie) and seconded (Spalding)

To table items 7c, 7d, and 7e until Monday December 21, 2015, at 6:00 PM when a Special School Committee meeting will be held to address only these three items.

**Vote:** Unanimous

Mr. Amoroso pointed out that the support of the School Committee, and deferring the votes without constraint is a huge assist to getting to “yes”.

**8. ADJOURNMENT**

The meeting was adjourned at 8:45 PM.

Respectfully submitted,

Elizabeth Rozan  
District Assistant

David Horton  
Secretary

**ATTACHMENTS TO THE MINUTES OF 12.15.15**

- A. FY 17 Estimated Revenue Plan V. 2 12.10.15 and FY 17 Assessments V. 2 12.10.15
- B. Draft 2016 Intermunicipal Agreement and Policy Accommodations, dated 12.15.15