

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REGULAR SCHOOL COMMITTEE MEETING  
SEPTEMBER 19, 2017 6:30 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

Dave Horton, Chair (Lexington)	Jennifer Leone (Lancaster)
Sue Sheffler, Vice-Chair (Arlington)	David O'Connor (Bolton)
Pam Nourse, Secretary (Acton)	Alice DeLuca (Stow)
Jeff Stulin, (Needham)	Ford Spalding (Dover)
Carrie Flood, (Concord)	Jim Gammill (Belmont)

**Weighted Vote:** Weighted Vote present at start of meeting: 100.00%

**Others Present:** Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan; Connie Maynard, Robert Hilsinger, Anita Courier, Maria Mastrocola, Laurie Elliot, Lynne Foster

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

The Chair called the meeting to order at 6:30 PM.

**2. CHAIR'S COMMENTS**

The Chair noted that it was a new page in the chronicles of Minuteman. He introduced everyone at the table, and pointed out that it is now a smaller district, and that the building project is underway, with anticipated September, 2019 opening, structured to align with the Academy Model. He expressed that he was pleased with the direction Minuteman is going in, and with the effort and representation from the towns. Hearing no objection from the School Committee, he noted that Item 8 would be taken out of order to accommodate the guests present for the Assistant Superintendent's Report.

**3. PUBLIC COMMENT**

There was no Public Comment.

**4. CHAIR'S REPORT, *Dave Horton***

**a. Subcommittee Assignments 2017-18**

Mr. Horton called attention to the draft list of Subcommittee Assignments for 2017-18, and the following vote was taken:

**ACTION 2017 #58**

Moved (DeLuca) and seconded (Leone)

To approve the draft list of Subcommittee Assignments for 2017-18, as presented

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

**b. School Committee Goals 2017-18**

Mr. Horton called attention to the Draft School Committee Goals 2017-18. A motion was made (Leone) and seconded (Stulin) and discussion began. The member from Belmont suggested amendments to Goal #2 and Goal #3 as follows:

From

2. Increasing enrollment from member towns

To

2. Increasing enrollment from member and non-member towns.

From

3. Recruiting new member towns

To

3. Strengthening relationships with non-member towns

He expressed his view that he would like to see a relationship with the recently departed towns that would allow them to be a part of the community, without voting rights. He would like to see the development of a district-to-district agreement that addresses over a multiyear plan capital costs and operating costs, and that this would require stronger relationships. He noted that converting a non-member town to full member status would be the ultimate goal, but it may not be achievable in one year. The Superintendent noted that under the new Regional Agreement it would take at least three years to add a voting member. He suggested that language such as “in accordance with the process outlined in the Regional Agreement” be added to Goal #3.

The member from Dover expressed that he would like to see what the action plan is for the School Committee to take ownership of the goals, and to move quickly to do so. He suggested that a retreat of the School Committee might be one way to discuss this, as the goals represent a lot of work to be done. The member from Needham noted that it is not likely that Goal #3 would be achieved in one year, but it is always in mind. He suggested the need to be open to opportunities, mindful of political vicissitudes. The member from Stow noted that there is positive energy in the goals and that it is an exciting time at Minuteman. These are 5 goals that will make this a stronger District, with enough momentum that other communities will want to jump onboard, and not to have to be convinced of the benefits of joining. The member from Concord pointed out that these goals are “to support the Superintendent in...”, and they align with the Superintendent’s goals, which already outline actions. These are supporting steps to advance the goals, and it can’t happen in one year.

The Chair asked if anyone would be in support of Mr. Gammill’s suggestion re Goal #2. The member from Acton expressed that she would be. The member from Concord noted that there is benefit in leaving the goals broad to move towards the 628 enrollment number, comprised mainly of students from member towns.

It was suggested that the language of the goals be reworked and brought forth again at the next meeting. There was general agreement, and no vote was taken.

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

### **a. Superintendent Leadership Goal #1 - Student Improvement: Academy Model Development**

#### **1. Review of School-Wide Goals 2017-18**

The Superintendent called attention to the School-Wide Goals 2017-18 included in the packet. He noted that these are a continuation of goals from the last few years, with the addition of the 3<sup>rd</sup> bullet: Foster a healthy, safe, supportive learning environment. He pointed out that he is sharing this as informational, and that these goals are integrated across the school.

#### **2. Review of Professional Development Opportunities and the School Reform Initiative (SRI)**

The Superintendent called attention to the list of Professional Development Opportunities included in the packet, and noted that this is an extensive program. It incorporates the common planning time scheduled for every Wednesday. For example, he explained that earlier in the day, there was a staff meeting that included an update from the nursing staff, an update on integration of academic and vocational education, and an update on the ALICE training.

Additionally, he referenced material in the packet related to the School Reform Initiative. He explained that 24 staff will engage in specific training related to what is sometimes called "Critical Friends" or "Professional Learning Communities". With this upcoming work, 1/3 of the staff will have gone through the training. He added that 15 staff will attend a workshop of Project Based Learning at Regis College in Wellesley, and he noted that there was much summer work preparing for this school year. The aim of all of this Professional Work is to prepare for the implementation of the Academy Model.

#### **3. Three Student Improvement Projects, *Anita Currier and Maria Mastrocola***

##### **a. Senior Project**

Maria Mastrocola gave a snapshot of summer activity related to the Senior Project. She described the details and process for the Senior Project, noting that it offers an opportunity for students to synthesize skills. She explained that every senior is required to complete a project, that students choose a teacher mentor to work with, that students access the SIS (Aspen) for resources and due dates, that there is a research component using "Noodle Tools", that there are 3 project options: Power Point, Coop/Internship, and Demonstration of technical skills, and that there is also a final celebration of the work during Senior Project Week 4/30/18. She then mentioned three examples of projects that students have done, including creating a clothing line, a cookbook, and greeting cards. How teacher mentors are selected, and the possible interest of School Committee members as mentors was discussed.

##### **b. Portfolios**

Anita Currier explained that Portfolios have been a unique Minuteman tradition, that supports Executive Functioning while documenting the unique story each student has to tell. The group working on this has developed and upgraded the checklist for completion, and is transitioning the product from a hard copy binder to an electronic template via the cloud-based 1-1 laptop, and that all seniors are assigned a portfolio mentor. In addressing the details related to the electronic transition, she noted that the personal data is private, and that the template function is part of Office 365. How the material should be saved for future access was discussed, as well as the need for redundant back-ups in the overall Minuteman system. It was also pointed out that because all formats change over time, it still might be a good idea to remind students to create a hard copy for their future access.

**c. Peer Mentoring**

Anita Currier also introduced the Peer Mentoring program, noting that the need for it grew out of a student survey related to how students felt they were being treated. She explained that the mission of the Minuteman Peer Leadership Program is to nurture the relationship between Juniors and incoming Freshmen, partnered because of the same vocational rotation, and to set behavioral expectations and reinforce them. She noted that 52 Juniors recently completed the application, interview, and training to become a Peer Leader, focused on supportiveness, onboarding, empathy, and leadership. Meetings are scheduled twice a month, and Freshmen are paired with a Junior for a year-long mentorship.

**6. ASSISTANT SUPERINTENDENT’S REPORT, Kevin Mahoney**

**a. Treasurer’s Report, Laurie Elliot**

The Assistant Superintendent for Finance introduced Treasurer Laurie Elliot, and the Assistant Business Manager Michelle Shepard. Ms. Elliot explained the range of her duties in the part time position of Treasurer at Minuteman and addressed the segregation of duties between her and the Assistant Superintendent for Finance. She explained how cash and checks are handled in the context of the payroll account, investment accounts, retirement account, and flex spending account. She explained the bank reconciliation process and her involvement with the auditors, staff in the Business Office, and her role on the Retirement Board. In response to a question, she noted that there is nothing she is concerned about with regard to Minuteman’s finances, or the support she receives from the Business Office. The Chair extended appreciation to her for her work on behalf of Minuteman.

**b. Building Project Financing**

The Assistant Superintendent for Finance introduced Lynne Foster of UniBank Fiscal Advisors. Ms. Foster explained that in the first phase of financing, bond rating needed to be secured. She referenced the AA Long Term Bond rating received from Standard & Poor, included in the packet, noting the efforts of Mr. Mahoney to establish policies that would be looked upon favorably in the assessment. She explained that 8 bids were received on the 30 year \$36M General Obligation School Bond sale to finance this first of three bond offerings for the school building project. She explained the low bid submission and the necessary resizing, resulting in a total premium of \$593,037.39. She noted that for this non bank qualified bond sale, the cost of issuance is \$130,000 and the net premium is \$463,037.39. The net premium will be applied to project costs. She also explained that full payment will be deferred into FY 21, with a minimum payment due the first few years. She noted that Bond #2 will be issued next year, and Bond #3 after the MSBA audit at the end of the project. She clarified concerns about language in the vote, and pointed out that the details of Mr. Mahoney’s revised memo at the table were incorporated into the vote language. She also addressed questions related to the payment schedule, the role of DESE, and criteria for credit rating, which included some cautions arising from the recent history of the new Regional Agreement, towns leaving, and enrollment uncertainty. The following vote was then taken:

**ACTION 2017 #59**

Moved (Leone) and seconded (Spalding)

To approve General Obligation Bonds, dated 9/26/17, as presented

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

The Bond #1 vote documents are found as Attachment A.

**c. Disposal of Surplus Property**

The Assistant Superintendent for Finance noted that this surplus property relates to a number of old cars that are on the property, and that are ready for disposal. The following vote was then taken:

**ACTION 2017 #60**

Moved (Leone) and seconded (DeLuca)

To authorize the disposal of surplus property, as presented

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

**d. Update on Inspector General Review**

The Assistant Superintendent gave an update on this item. He explained that since the June meeting, additional documents were requested, and on August 2, 2017, 90 additional documents were provided. He further explained that as of today, there has been no response.

**7. SCHOOL BUILDING COMMITTEE REPORT, *Ford Spalding***

**a. Presentation: Building Project Progress**

Ford Spalding, as Chair of the School Building Committee, provided a viewing of “before” pictures and current construction status pictures and videos. He explained the details related to clearing the site to date to prepare for the upcoming foundation work. He called attention to the “Minuteman Rock” image, and noted the decision to save it so that it can become part of site due to its historical and geological relevance. He noted that it will be at the rear of the building. The Superintendent added that the size of the rock is approximately 16 x 24 ft.

**b. School Building Committee Update**

Mr. Spalding explained that the 60% and 80% construction design documents have been submitted, and the plan is to submit the 90% on October 17, 4 weeks behind schedule, due to the Lincoln permitting delays. He explained that there have been many meetings, much cooperation in providing details in response to requests, and the hiring of a consultant at Minuteman’s expense.

**c. Permitting Relief**

Mr. Spalding explained that the project is planned for implementation stage by stage, and he outlined some unexpected cost issues. He explained that there was a delay in getting the necessary permit from Lincoln to proceed after clearing the site. He explained that delays can create cost escalation. Delay in the approval of the foundation/steel permit was due to differences in state construction code 8 (in effect at time of the application) vs. state construction code 9 (in effect July 1, 2017). The Design Team’s attention was directed away from preparing the 90% documents, so they could respond to questions raised by the Town of Lincoln. As of September 8, however, the foundation/steel permit is in hand. Permit from the Lexington Conservation related to wetlands and snow removal was received. Additionally, he pointed out that the recent hurricanes will impact the cost and receipt of materials. The 90 and 100% construction documents will involve a cost reconciliation. Finally, he explained the details related to the anticipated cost overrun in the area of permit fees, as shown in materials distributed at the table (Attachment C).

Mr. Mahoney explained the chart that was included on funds paid out to date. He added that the permitting fee issue and delays represent real time and money, and raise lots of concerns. There are figures outlined in the Project Funding Agreement which set an expectation, and the fees are anticipated to be in excess of that. Additionally, permitting fees are not reimbursable, and they are being calculated on the residential base.

The Superintendent added that with the proposed vote, he would like to investigate how the fees are being determined, and the cause of the delays. He noted that in order to seek relief, he may go through the Selectmen or the Town Meeting process. He expressed his desire to be careful and knowledgeable about the process, so wants to look at options after having conversations with MSBA and other towns. The Chair suggested that an action plan be developed on the exploration process.

The member from Concord suggested that the Town of Lincoln may have limited experience with a building project of this magnitude.

The member from Stow emphasized that time is being lost, and the fees are excessive and out of scale. She pointed out that what was missing from the documentation provided was clarity around the state construction codes for the 60% and 90% construction documents. Mr. Spalding explained that the documentation provided by Skanska involved email conversations. In response to a question, the Superintendent noted that the CM as Risk can not be held accountable for these fees because their job is construction. Another point raised was that there may not be a precedent for a district school being built in a non-member town. Mr. Spalding emphasized that the proposed vote has the support of the Project Team and the School Building Committee.

The following vote was then taken:

**ACTION 2017 #61**

Moved (Stulin) and seconded (Flood)

To direct the Superintendent to explore the process of seeking relief from permitting and other fees related to the construction of the new high school

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

Mr. Spalding added that the project remains ahead of schedule still, and there are many proactive meetings underway with various consultants to keep things moving. He urged that members visit the website (<http://minuteman.org/domain/81>) for updates, announcements, neighborhood notifications, and ongoing photos of the progress. He also noted that if anyone is interested in a tour of the site, they can contact him directly.

## **8. PRINCIPAL'S REPORT, *Jack Dillon***

### **a. Report on Opening Day**

Mr. Dillon reported that it was a great opening day, with lots of good energy, enthusiasm, and no issues. He noted there were 143 new Freshmen and 17 10<sup>th</sup> grade transfers, for a total of 539 students in all, including non-members.

### **b. Report on Colonial Children's Academy**

Mr. Dillon explained that this year the revamped Colonial Children's Academy opened for children aged 2.9 years to 5 years, with a capacity for 20 students. The staff in charge of the program have expressed that it is much better having the students back on site. To date, 10 students are enrolled, with 7 full time, and 3 part time children, 1 teacher, 1 assistant teacher, an intern, and some Early Education and Care students.

### **c. Approval of Overnight Field Trip: Environmental Students to Russell, MA September 26-29, 2017**

Mr. Dillon explained the details of the overnight field trip for Environmental Students. The following vote was then taken:

#### **ACTION 2017 #62**

Moved (Leone) and seconded (O'Connor)

To approve the Overnight Field Trip of the Environmental Students to AMC Noble View Facility in Russell, MA Sept. 26-Sept 29, 2017

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

### **d. Approval of Out of State Field Trip: DVC Students to MOMA, NYC April 12, 2018**

Mr. Dillon explained the details of the out of state field trip for DVC students. The Chair expressed that he was glad to see the financial hardship language included for both trips, and wondered if free and reduced lunch acceptance creates any stigma for students. Mr. Dillon explained that because students tend to bring snacks and carry backpacks, it is not an issue. The following vote was then taken:

#### **ACTION 2017 #63**

Moved (Leone) and seconded (Flood)

To approve the Out of State Field Trip of the DVC Students to the Museum of Modern Art, New York City April 12, 2018

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

## 9. SUBCOMMITTEE REPORTS

### a. Superintendent Negotiation and Evaluation Subcommittee (SN&ES), *Dave Horton/Jen Leone*

#### 1. Superintendent Evaluation Cycle Deadlines and Process 2017-18

Transitioning from the Chair of this Subcommittee, with Ms. Leone taking over, Mr. Horton explained that the outlined cycle deadlines are related to the DESE evaluation schedule. Ms. Leone pointed out that because this is a contract year for the Superintendent, the last line of the document related to salary recommendation should be amended for clarity. There was no opposition to this suggestion and the following vote was then taken:

#### **ACTION 2017 #64**

Moved (Flood) and seconded (Stulin)

To approve the Superintendent Educator Evaluation Cycle Deadlines and Process 2017-18, as presented, and amended

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

#### 2. Superintendent Goals and Annual Plan 2017-18

Mr. Horton explained how the standards outlined on the document align with those in the DESE rubric, and the following vote was taken:

#### **ACTION 2017 #65**

Moved (O'Connor) and seconded (Leone)

To approve the Superintendent Goals and Annual Plan 2017-18, as presented

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

#### 3. Contract Negotiations Process

Ms. Leone pointed out that she will set a meeting with the Subcommittee, now comprised of herself as Chair, Ford Spalding, Dave O'Connor, and Pam Nourse. There was some discussion about when the contract negotiation needs to begin, and it was determined it was not specified, but will begin in the late fall/November-December timeframe.

The approved Evaluation Cycle Deadlines and Process and Superintendent Goals and Annual Plan for 2017-18 can be found as Attachment D.

**10. SECRETARY’S REPORT, Pam Nourse**

**Approval of Draft Minutes**

Ms. Nourse noted that no amendments were received. Ms. Leone called attention to an error on the last page that referenced her attendance at the meeting (she had been absent), and the following vote was taken:

**ACTION 2017 #66**

Moved (Nourse) and seconded (Stulin)

To approve the draft minutes of 7.11.17, as presented and amended

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: 2 abstentions (Bolton and Lancaster)

Final percentage results of vote: 83.60%

Final status of the vote: **Approved**

**11. POSSIBLE EXECUTIVE SESSION**

The Chair explained that there was a need to enter into Executive Session, pursuant to MGL Ch. 30A, Sec. 21(a) 6, to consider the purchase, exchange, lease or value of real property, as an open meeting discussion would have a detrimental effect on the negotiating position of the public body, and he so declared, noting that the School committee would not return to Open Session, and that Mr. Dillon, Mr. Mahoney, Dr. Bouquillon, and Ms. Rozan would remain present. The following vote was then taken.

**ACTION 2017 #67**

Moved (Spalding) and seconded (DeLuca)

To enter into Executive Session, pursuant to MGL Ch. 30A, Sec. 21(a) 6, to consider the purchase, exchange, lease or value of real property, as an open meeting discussion may have a detrimental effect on the negotiating position of the public body, and the Chair so declared, noting there would be no return to Open Session, and that Mr. Dillon, Mr. Mahoney, Dr. Bouquillon, and Ms. Rozan would remain present.

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100% by roll call

O’Connor (Bolton) Yes

Gammill (Belmont) Yes

Spalding (Dover) Yes

Leone (Lancaster) Yes

DeLuca (Stow) Yes

Flood (Concord) Yes

Stulin (Needham) Yes

Horton (Lexington) Yes

Sheffler (Arlington) Yes

Nourse (Acton) Yes

Final status of the vote: **Unanimous**

## **12. ADJOURNMENT**

The meeting was adjourned at the end of the Executive Session at 9:12 PM by roll call vote.

Respectfully submitted,

Elizabeth Rozan  
District Assistant

Pam Nourse  
Secretary

Attachments to the Minutes of 9.19.17

- A. Final Subcommittee Assignments 2017-18
- B. Bond #1 Financing Vote
- C. Materials Related to Permitting Fees
- D. Approved Evaluation Cycle Deadlines and Process and Superintendent Goals and Annual Plan for 2017-18