

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REGULAR SCHOOL COMMITTEE MEETING  
DECEMBER 13, 2016 6:30 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

Jeff Stulin, Chair (Needham)	Jennifer Leone (Lancaster) (left at 7:45 PM)
Carrie Flood, Vice-Chair (Concord)	Sharon Antia (Lincoln) (arrived at 7:15 PM)
Dave Horton, Secretary (Lexington)	Jim Gammill (Belmont)
Alice DeLuca (Stow)	Pam Nourse (Acton)
Ford Spalding (Dover)	Doug Gillespie (Weston) (left at 9:00 PM)
Vince Amoroso (Boxborough)	Sue Sheffler (Arlington)
Christine Lear (Carlisle)	
David O'Connor (Bolton)	

**Weighted Vote:** 13 members present at the start of the meeting, with Weighted Vote: 86.49%  
then 14 at 7:15 PM, with Weighted Vote: 90.36% (arrival of Sharon Antia)  
then 13 at 7:45 PM, with Weighted Vote: 83.36% (departure of Jennifer Leone)  
then 12 at 9:00 PM, with Weighted Vote: 79.78% (departure of Doug Gillespie)

**Absent:** Mary Ellen Castagno (Wayland), Dave Manjarrez (Sudbury, and later Jennifer Leone (Lancaster), Doug Gillespie (Weston)

**Others Present:** Robert Hilsinger, Steve Sharek, Sheila Nagle, Diane Dempsey, Maria Hylton

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

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

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

The Chair introduced the new member from Belmont, Jim Gammill.

**3. STUDENT REPORT**

There was no Student Report.

**4. PUBLIC COMMENT**

There was no Public Comment.

**5. FY 16 AUDIT REPORT, *Sheryl Stevens-Burke***

The Chair introduced Sheryl Stevens-Burke of Melanson Heath, who presented the FY 16 Audited Financial Statements. Ms. Stevens-Burke explained that it was a very smooth audit, and no management letter was issued. She noted that in their opinion, the financial statements referred to in the report present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate fund information of the District as of June 30, 2016, and the Contributory Retirement System as of December 31, 2015. She oriented members to the report and highlighted various sections.

She noted that a separate governance letter will be forthcoming. She noted that overall, the numbers look good.

Ms. Flood expressed that as Chair of Finance Subcommittee, she did a page by page comparison from last year. The report, she felt, offers good news, and is educational. She was impressed by the good work. Mr. Amoroso asked if anything needed to be done to improve the bond rating. Ms. Stevens-Burke noted that there is nothing alarming, and the financials look healthier than they were a few years ago. The Chair noted that the bond rating would be discussed later in the evening. With no further discussion, the following vote was then taken:

**ACTION 2016 #83**

Moved (DeLuca) and seconded (Leone)  
To accept the FY 16 Audit Report, as presented

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lincoln)  
Weighted Vote present: 86.49%  
Weight needed: 43.24%  
Names of towns opposing or abstaining: None  
Final percentage results of vote: 86.49%  
Final status of the vote: **Passed Unanimously**

The report can be found as Attachment A.

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

**a. Presentation on Design Work, *Mary Ann Williams, Larry Trim, Seunghwan Lee***

Mr. Spalding referenced two lists of dates distributed at the table (Attachment B). The first was a schedule of meetings related to the project held to date, and the second was a schedule of School Building Committee meetings planned for 2017. He noted that he has attended almost all of the design meetings, and it has been highly educational. He explained the focus of the School Building Committee meetings and commended members for a terrific job.

He introduced Mary Ann Williams (Skanska), Larry Trim (KBA), and Seunghwan Lee (KBA), who joined the design team two months ago. Mr. Lee gave a presentation on the design process (Attachment C), to describe how the design has evolved and where it stands as of 12.12.16. He emphasized the building's harmony with the site, and the efforts to bring out the spirit of the school (collaboration, innovation, community, and transparency) in the design. Discussion included acoustic dampening, transparency/safety, and use of space for growing and harvesting.

**[At 7:15 PM, Sharon Antia arrived. Members present were then 14 (not Sudbury or Wayland), with a weighted vote of 90.36%.]**

Discussion also focused on access to the building, climate control, lighting, and installation of infrastructure for possible future solar energy use. Mr. Spalding emphasized that the project is on time and on budget.

**b. Update on School Building Committee's Vote re the CM at Risk Subcommittee's Recommendation**

Mr. Spalding reported on the progress of the CM at Risk Subcommittee's work. He noted that on Saturday December 10, 2016, the Subcommittee met with 5 firms (Consigli, Dimeo, Rich, Shawmut, and

Gilbane), and that each had 75 minutes to present. He noted that all are excellent candidates who want the job. He explained that negotiations will begin to award a contract, and once that is done, he will announce the selection. He hopes to have the CM in place by the first of the year.

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

### **a. Long Term Borrowing Strategy, *Lynne Foster, Unibank***

Mr. Mahoney called attention to materials in the packet related to Building Project Financing, specifically, Bid Results and Vote for \$8M G.O. Bond Anticipation Notes, and the Standard and Poor Credit Review. He also referenced items at the table, specifically details of the required documentation (Attachment D). He pointed out that the related votes on bonding require 2/3 of the membership voting affirmatively, not weighted.

He then introduced Lynne Foster, of Unibank Fiscal Advisory Services, who noted that she has been working with Kevin to review hypothetical cash flows. She also explained the short term borrowing strategies related to the building project. With regard to Mr. Amoroso's question earlier about the District's bond rating, she pointed out that the District has no underlying rating at this point, and is starting out all over again. She explained that the District did very well in the bond review, and this rating was reflective of the member towns, which are highly rated, the District finances, and the audit report, which will go to S&P tomorrow. She also pointed out that some specific policies were recommended, and getting these in place could improve the rating.

### **b. Building Project Financing: Bid Results and Vote for Bond Anticipation Notes**

With no further questions for Ms. Foster, the School Committee moved to take the votes listed on the agenda for this item. Mr. Gammill raised concern for the language "...plus a premium of..." in the first paragraph, which Ms. Foster explained, pointing out that this is standard vote language coming from Bond Counsel. Mr. Gammill also requested affirmation that Belmont would not be assessed for the building project debt, and Mr. Mahoney affirmed. The following 2 votes were then taken:

#### **VOTE 1**

##### **ACTION 2016 #84**

Moved (Flood) and seconded (Leone)

To approve **VOTE 1:** For Bond Anticipation Notes, as presented below:

Vote: To approve the sale of \$8,000,000 1.60 percent General Obligation Bond Anticipation Notes (the "Notes") of the District dated December 20, 2016 and payable September 27, 2017 to Eastern Bank at par and accrued interest, if any, plus a premium of \$30,900.89.

Further Vote: That in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 29, 2016 and a final Official Statement dated December 6, 2016, each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Vote: That the District Treasurer and the Chair of the Committee be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Vote: That we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Vote: That the Chair of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Vote Required: Non-weighted, 2/3 majority of the School Committee (11 affirmative votes)  
Members in room at time of vote: 14 (Absent: Wayland, Sudbury)  
In favor: 14, Opposed: 0, Abstaining: 0  
Final Status of the vote: **Passed Unanimously**

## **VOTE 2**

### **ACTION 2016 #85**

Moved (DeLuca) and seconded (Leone)

To approve **VOTE 2:** For certification of the Building Project Financing vote by the District Secretary, as presented below:

That David Horton, as Secretary for the School Committee, is hereby authorized to provide bond counsel with a certification that such Building Project Financing vote was taken by the Committee, and that such certification may be so provided prior to final approval of the minutes of this meeting.

### **VOTE:**

Members in room at time of vote: 14 (Absent: Wayland, Sudbury)  
Weighted Vote present: 90.36%  
Weight needed: 45.18%  
Names of towns opposing or abstaining: None  
Final percentage results of vote: 90.36%  
Final status of the vote: **Passed Unanimously**

At 7:45 PM, the Committee took a short recess so that Ms. Foster could get the documents signed and leave the meeting with them.

**[At 7:45 PM, Jennifer Leone left the meeting. Members present were then 13 members (not Sudbury, Wayland, Lancaster), with a weighted vote of 83.36%.]**

The meeting was resumed at 7:50 PM.

### **c. FY 18 Budget Update**

Mr. Mahoney referred to pages 19-29 of the packet: the FY 18 Estimated Revenue Plan and FY 18 Assessments–Version 2.0 12.6.16, the Three Year Capital Plan School Year 2018-2020, Salary and Non-salary Accounts by Function Code–Preliminary 12.6.16, and FY 18 Budget Summary by Function Code–Version #2, Preliminary as of December 6, 2016.

He reviewed details of these pages, reiterating again that Belmont is not responsible for the building project debt. He noted that he will report again to the Finance Subcommittee on January 5 with an

updated final version of the FY18 Budget, in preparation for the January 17, 2017 School Committee Budget Public Hearing.

As Chair of the Finance Subcommittee, Ms. Flood noted that the budget process began with a presentation made to the Finance Subcommittee by the Executive Team. She noted that this was a useful discussion that broadened understanding, and showed that each member of the team is personally invested in the process and in the school's success. She noted that she had requested the presentation from this meeting be posted on the website, and that in future, she would like all members of the School Committee to be invited as observers, as it is an informative meeting.

**d. Bid Results: Ceiling and Walls, Advanced Manufacturing Shop**

Mr. Mahoney referred to pages 30-31 of the packet, for the bid results related to work to be done during the holidays in the Advanced Manufacturing Shop. In response to an inquiry made by the Chair, he affirmed that this was a rare range in bids for this job. He also noted that this was being provided as informational, and no vote was needed.

**e. Correspondence from Office of Inspector General 11.14.16 and Superintendent Response**

Mr. Mahoney referred to recent correspondence from the Office of Inspector General, sent to the Superintendent November 14, 2016. He described the documents that were being requested, the consultation with Counsel on the matter, and the response sent on December 2, 2016. He noted he will keep the School Committee apprised of further developments.

**8. SUPERINTENDENT'S REPORT, *Kevin Mahoney for Ed Bouquillon***

**a. Related to Superintendent Leadership Goal 1 (District Improvement, Module 6)**

**1. Project Funding Agreement and Related Votes**

Mr. Mahoney noted that the Superintendent had brought to the School Committee's attention the Project Funding Agreement materials received from MSBA just prior to the last meeting. He referenced the documents on pg. 38-76. He explained that these documents were reviewed by Counsel, who crafted the votes to be taken this evening. It was pointed out that the documentation must be completed and returned to the MSBA within 30 calendar days after the date of their letter (November 15, 2016), so it is due to MSBA on Thursday December 15, 2016. It was also explained that Mr. Horton had agreed to hand deliver the package. With explanation on what the votes mean, the following votes were then taken:

**VOTE 1**

**ACTION 2016 #86**

Moved (DeLuca) and seconded (Spalding)

To approve **VOTE 1**, as noted below:

**VOTE 1:** That Edward A. Bouquillon, as Superintendent, and Jeffrey W. Stulin, as Chairman of the School Committee of the Minuteman Regional Vocational Technical School District (the "District"), are hereby appointed and authorized by and on behalf of the District to execute and deliver the Project Funding Agreement for the replacement of the existing Minuteman Technical Vocational High School with a new facility and related work at the Minuteman Regional Vocational Technical High School, located at 758 Marrett Road in the Town of Lexington, Massachusetts (the "Agreement"), and any amendments thereto, for the Minuteman Regional Vocational Technical High School Project (the "Project") between the District and the Massachusetts School Building Authority, on behalf of the District and to bind the District to its terms and conditions.

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)

Weighted Vote present: 83.36%

Weight needed: 41.68%

Names of towns opposing or abstaining: None

Final percentage results of vote: 83.36%

Final status of the vote: **Passed Unanimously**

**VOTE 2**

**ACTION 2016 #87**

Moved (Spalding) and seconded (DeLuca)

To approve **VOTE 2**, as noted below:

**VOTE 2:** That the Minuteman Regional Vocational Technical School District School Committee, acting by and through its School Building Committee, is hereby appointed and authorized by and on behalf of the Minuteman Regional Vocational Technical School District (the "District") to make final, binding decisions with respect to the Project described in the Project Funding Agreement between the District and the Massachusetts School Building Authority, and any amendments thereto, on behalf of the District.

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)

Weighted Vote present: 83.36%

Weight needed: 41.68%

Names of towns opposing or abstaining: None

Final percentage results of vote: 83.36%

Final status of the vote: **Passed Unanimously**

**VOTE 3**

**ACTION 2016 #88**

Moved (Spalding) and seconded (DeLuca)

To approve **VOTE 3**, as noted below:

**VOTE 3:** That David Horton, as Secretary for the School Committee, is hereby authorized to provide legal counsel for the Committee with a certification that such vote was taken by the Committee and such certification may be so provided prior to final approval of the minutes of this meeting.

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)

Weighted Vote present: 83.36%

Weight needed: 41.68%

Names of towns opposing or abstaining: None

Final percentage results of vote: 83.36%

Final status of the vote: **Passed Unanimously**

The Chair pointed out that he has waited 15 years to take these votes.

**b. Related to Superintendent Leadership Goal 2/4 (District Improvement/Professional Practice)**

**1. Update on District Targeted Review Report**

Mr. Mahoney gave an update on the District Targeted Review. He noted that there was good collaboration in the process. He pointed out that revisions just received today will be reviewed by the Executive Team, and a report to the full School Committee will be forthcoming.

**2. Update on School Improvement Plan (SIP), Jack Dillon**

Mr. Dillon referenced the final School Improvement Plan January 2017-June 2018 found at the table (Attachment E). He explained that at the last meeting, the Superintendent had asked for feedback on the draft that had been presented. Suggestions were received, reviewed, and some revisions were made. This is the final, presented as informational. When asked if he was pleased with it, Mr. Dillon noted that he was, specifically because it is simplified and aligns with the Superintendent's goals.

**c. Related to Superintendent Leadership Goal 3 (Student Learning)**

**1. Update on Intergovernmental Agreement with Acton-Boxborough**

Mr. Mahoney referenced the revised Draft Intergovernmental Agreement with Acton-Boxborough (v. 4 12.13.16), found at the table (Attachment F). He explained that the Superintendent had shared the document previously seen by the School Committee with the Superintendent at Acton-Boxborough for comments. Some suggested revisions were received and were incorporated into v. 4, shown as underlined. He noted that these revisions do not alter the spirit of the proposed agreement, and that a vote is at the pleasure of the School Committee.

The members from Boxborough and Acton expressed a preference to wait on the vote until the next School Committee meeting. To address Mr. Amoroso's concerns, Mr. Mahoney explained that Minuteman would bill for actual costs; to his concern about whether the same agreement would be used for other communities considering similar arrangements, he explained that no other agreement is underway at this time. Ms. Nourse expressed that she would prefer to hold off voting on the agreement until the draft Agreement and revisions could be discussed in Acton. No vote was taken, and the proposed draft will come back again for a possible vote at the next meeting.

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

**a. Overnight Field Trip Approval (FFA To Leadership Camp, N. Oxford, MA Jan 20-21, 2017)**

Mr. Dillon explained the details of the proposed trip, and affirmed that this trip has occurred in previous years, and that it complies with all policies and requirements. The following vote was then taken:

**ACTION 2016 #89**

Moved (Spalding) and seconded (Gillespie)

To approve the Overnight Field Trip of the FFA to the Leadership Camp, N. Oxford, MA in January 20-21, 2017, as presented

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)

Weighted Vote present: 83.36%

Weight needed: 41.68%

Names of towns opposing or abstaining: None

Final percentage results of vote: 83.36%

Final status of the vote: **Passed Unanimously**

**10. SECRETARY’S REPORT, Dave Horton**

**a. Approval of Minutes: 11.15.16**

Mr. Horton explained that there had been a question on language written on lines 22-23, pg. 88 of the draft minutes, and this had been clarified by the Superintendent, who proposed new language. Mr. Horton read the proposed new language, and the following vote was then taken:

**ACTION 2016 #90**

Moved (Spalding) and seconded (DeLuca)  
To approve the Minutes of 11.15.16, as amended

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)  
Weighted Vote present: 83.36%  
Weight needed: 41.68%  
Names of towns opposing or abstaining: 3 (Boxborough, Weston, Belmont)  
Final percentage results of vote: 69.17%  
Final status of the vote: **Passed**

**11. SUBCOMMITTEE REPORTS**

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

Ms. DeLuca noted that there are no policies to review this time. She is working on a draft of a policy on Subcommittee Voting and more work is needed on it. More work is also needed on updating/revising the Admissions Policy, and Ms. Foster alluded to the need for a few finance-related policies (related to debt management, investment, and reserves) that will improve bond rating, and these are in process, to be forthcoming in the next month or so.

**b. Teacher Negotiations Subcommittee, Ford Spalding**

Mr. Spalding noted the need for an Executive Session at approximately 8:30 PM, and the following vote was taken by roll call:

**ACTION 2016 #91**

Moved (Spalding) and seconded (DeLuca)  
To enter Executive Session pursuant to Purpose 3 (MGL Ch. 30A, Sec. 21 (a) (3)) to discuss strategy with respect to collective bargaining with the Minuteman Faculty Association, as an open meeting may have a detrimental effect on the bargaining position of the School Committee, and the Chair so declares. Mr. Spalding asked that Ms. Rozan, Mr. Dillon, and Mr. Mahoney remain in the room, and noted that the Committee will return to Open Session.

**VOTE:**

Members in room at time of vote: 13 (Absent: Wayland, Sudbury, Lancaster)  
Weighted Vote present: 83.36%  
Weight needed: 41.68%

The vote was taken by roll call:

Arlington	yes	Needham	yes
Weston	yes	Stow	yes
Acton	yes	Dover	yes
Belmont	yes	Boxborough	yes
Lincoln	yes	Carlisle	yes
Lexington	yes	Bolton	yes
Concord	yes		

Names of towns opposing or abstaining: None  
Final percentage results of vote: 83.36%  
Final status of the vote: **Passed Unanimously**

**Return to Open Session**

The Committee reentered Open Session at 9:02 PM.

**[Doug Gillespie had left the meeting at 9:00 PM. There were now 12 members present (not Sudbury, Wayland, Lancaster, Weston), with weighted vote of 79.78%.]**

Mr. Spalding explained to members of the Faculty Association present that the School Committee would not be taking a vote on the proposed MoU at tonight's meeting.

**c. Superintendent Negotiations and Evaluation Subcommittee, *Dave Horton***

Before this item began, the Chair read a statement from the Superintendent related to a medical issue, recent treatment, and the recommendation of a period of rest. While the Superintendent noted he would not be physically in the building until January 10, 2017, he would be regularly available by email and Skype as needed. His full statement can be found as Attachment G.

Mr. Horton noted the need for an Executive Session at 9:05 PM, and the following vote was taken by roll call:

**ACTION 2016 #92**

Moved (Spalding) and seconded (DeLuca)

To enter Executive Session pursuant to Purpose 2 (MGL Ch. 30A, Sec. 21 (a) (2)) to discuss strategy in preparation for negotiations, including contract negotiations, with certain nonunion personnel, namely Dr. Edward Bouquillon, the District Superintendent. Mr. Horton asked that Ms. Rozan and Mr. Mahoney remain in the room, and noted that the Committee will return to Open Session.

**VOTE:**

Members in room at time of vote: 12 (Absent: Wayland, Sudbury, Lancaster, Weston)

Weighted Vote present: 79.78%

Weight needed: 39.89%

The vote was taken by roll call:

Arlington	yes	Needham	yes
Acton	yes	Stow	yes
Belmont	yes	Dover	yes
Lincoln	yes	Boxborough	yes
Lexington	yes	Carlisle	yes
Concord	yes	Bolton	yes

Names of towns opposing or abstaining: None  
Final percentage results of vote: 79.78%  
Final status of the vote: **Passed Unanimously**

**Return to Open Session**

The School Committee returned to Open Session at 9:40 PM. A motion was made (Horton) and seconded (Antia) to extend the term of the Superintendent’s contract by one year. Ms. Sheffler noted that she understands there are mixed reviews of the Superintendent, but that she will vote in favor of the proposal for the sake of continuity at this critical time. With no other comments being voiced, the following vote was then taken:

**ACTION 2016 #93**

Moved (Horton) and seconded (Antia)

To extend the terms of the Minuteman Regional Vocational Technical School District Superintendent Contract of Employment 2014-2017 with Superintendent Dr. Edward Bouquillon for an additional one (1) year period commencing July 1, 2017 and ending June 30, 2018, as shown in Amendment A to the Contract of Employment

**VOTE:**

Members in room at time of vote: 12 (Absent: Wayland, Sudbury, Lancaster, Weston)

Weighted Vote present: 79.78%

Weight needed: 39.89%

Names of towns opposing or abstaining: 1 opposed (Boxborough)

Final percentage results of vote: 76.07%

Final status of the vote: **Passed**

Amendment A to the Superintendent’s Contract of Employment can be found as Attachment H. Mr. Horton asked that members stay and sign the approved Amendment A after the meeting.

**12. ADJOURNMENT**

There being no further business, the following vote was taken:

**ACTION 2016 #94**

Moved (Spalding) and seconded (O’Connor)

To adjourn the meeting at 9:45 PM

**VOTE:**

Members in room at time of vote: 12 (Absent: Wayland, Sudbury, Lancaster, Weston)

Weighted Vote present: 79.78%

Weight needed: 39.89%

Names of towns opposing or abstaining: None

Final percentage results of vote: 79.78%

Final status of the vote: **Passed Unanimously**

Respectfully submitted,

Elizabeth Rozan  
District Assistant

David C. Horton  
Secretary

ATTACHMENTS TO THE MINUTES OF 12.13.16

- A. FY 16 Audit Report
- B. 2 Lists of Meetings
- C. KBA Design Presentation
- D. Building Project Financing: Detail on Required Documentation
- E. School Improvement Plan January 2017-June, 2018 (final version 12.13.16)
- F. Revised IGA with AB v. 4 12.13.16
- G. Superintendent's Statement 12.12.16
- H. Amendment A to the Superintendent's Contract of Employment