

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
MAY 17, 2016 6:30 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

Jeff Stulin, Chair (Needham)	Jennifer Leone (Lancaster)
Carrie Flood, Vice-Chair (Concord)	Jack Weis (Belmont)
David Horton, Secretary (Lexington)	Mary Ellen Castagno (Wayland) (left 7:40 PM)
Alice DeLuca (Stow)	Doug Gillespie (Weston)
Ford Spalding (Dover)	Pam Nourse (Acton)
Vince Amoroso (Boxborough)	Sue Sheffler (Arlington)
Judy Taylor (Carlisle)	
Dave Manjarrez (Sudbury) (left 8:05 PM)	
David O'Connor (Bolton)	

Absent: Sharon Antia (Lincoln)

Also present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Steve Sharek, Gene DiPaolo, Anita Currier, Elisabeth Nardone, Maria Mastrocola, Andie Merkowitz, Erin Bordeau, Connie Maynard, Al St. George, Amy Perreault, Dan Matthews, Bob McLaughlin, Nancy Pierce (Carlisle Mosquito), Al Gentile (Lexington Minuteman), Ann Needle (Stow Independent), Ed DeLuca

1. CALL TO ORDER: OPEN SESSION

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

2. PUBLIC COMMENT

There were two people who spoke at Public Comment:

a. Bob McLaughlin, Warrant Committee Belmont, noted that a lot of work went into the bonding vote, and that Belmont's vote not to support the project is indicative of a broken district. He stressed the importance of deciding on a path forward, and offered his opinion that Belmont may wish to get out. He urged the School Committee not to make a decision that would seem an affront to Belmont, but rather one that would give them options.

b. Dave Manjarrez, MM Representative, Sudbury, expressed his opinion that the project was overpriced, and that this was the last straw for a number of towns that chose to leave the District. He offered that an additional town would have left, if it had received true and complete facts. He expressed his opinion that the same individuals presented the failed proposals, distracting the school from its responsibility to ensure educational excellence. Citing statistics on staffing and DESE categories as evidence that Minuteman is behind nearby vocational schools, he urged Minuteman senior Administration and School Committee officers past and present to resign immediately. (Full comments can be found as Attachment A.)

3. CHAIR'S REPORT, *Jeff Stulin*

The Chair offered congratulations to the Superintendent for his recent marriage. He also noted that at the 6.14.16 School Committee meeting, there will be a discussion on two important factors scheduled for the 7.12.16 meeting—the implementation of the weighted voting, which presents a number of challenges and needs to be done in the least disruptive way, and the annual reorganization of the School Committee leadership.

4. PRINCIPAL'S REPORT, *Jack Dillon*

These items were taken out of sequence.

a. Approval of Out-of-State Field Trip and Funds for SkillsUSA National Leadership and Skills Conference

Mr. Dillon referenced the materials in the packet related to this trip, and the following vote was taken:

ACTION 2016 #36

Moved (DeLuca) and seconded (Spalding)

To approve the Out-of-State Field Trip and Funds (est. \$7700) for SkillsUSA National Leadership and Skills Conference June 20-June 25, 2016 in Louisville, KY, as presented

VOTE: Unanimous

b. Related SkillsUSA Report

SkillsUSA Students, who were officers of the Minuteman Chapter, Kristen O'Connor, Julia Ruderman, and Michaela Gaminian, gave an overview of this year's Minuteman student participants and the results.

c. Approval of the 2016-17 Student Handbook Revisions

Mr. Dillon explained the details related to these proposed revisions. He noted that the Cheating/Plagiarism statement had been taken out approximately 3 years ago, and the recommendation is to put it back in. He also noted that the concern about hooded sweatshirts relates to security.

ACTION 2016 #37

Moved (DeLuca) and seconded (Spalding)

To approve the 2016-17 Student Handbook Revisions, as presented

VOTE: Unanimous

[It was noted that Mr. Manjarrez was recording the meeting,]

d. Future Farmers of America (FFA) Report

Student John Gowdy, representative of the Minuteman Chapter of the FFA, gave a report of the March, 2016 Future Farmers of America (FFA) Convention, and plans for the October Convention.

Mr. Dillon also reported on the 5.13.16 Spirit Day, noting that a number of students joined him and others outside to beautify the campus.

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

a. Bid Results

Mr. Mahoney explained the details presented in the packet on the bid results for the lease of two 14-passenger school-activity buses, as approved in the FY 17 Budget. He explained that the bid will be awarded to Dattco, Inc., as they submitted the lowest annual payment for the term of the lease, and

further, that they were the only bidder able to deliver the vehicles prior to the start of the 2016-17 school year. In response to questions raised, he explained comparisons of the costs included; he noted that use is about 8 years and that a vehicle body tends to give out; that other bidders did not meet all the specifications, and that the low dollar figure for fund transfer was included as full disclosure. He also noted that these are not vans, but rather are small buses. A suggestion was made that if bid requirements specify a time frame that might be hard to meet, perhaps a change in the timing aspect of the process is needed. No vote was needed, as this was presented as informational.

b. Acceptance of Equipment Donation: Forum Pharmaceuticals

Mr. Mahoney referenced the detail in the packet related to this donation, and, in response to questions, clarified his understanding that the equipment has been inspected and is ready for use at Minuteman. The gift amount of \$4,999.00 was questioned, and it was clarified that this was inserted by the donor, as a probable corporate accounting measure.

ACTION 2016 #38

Moved (DeLuca) and seconded (Leone)

To accept the donation of labware, glassware, and plastics for Biotechnology, as presented

VOTE: Unanimous

6. SUPERINTENDENT'S REPORT, *Ed Bouquillon*

These items were taken out of sequence.

a. The MSBA's Failed Vote Policy

Dr. Bouquillon reported that on 5.4.16, Belmont Town Meeting defeated the Minuteman Building Project by a vote of 141(No)/81(Yes). He explained that despite approval or non-disapproval by all other 15 towns, the District is required, by MSBA Policy, to write to the Authority and present the vote results, explain the District's understanding of why Belmont voted the way they did, and to outline a proposed plan to remedy the failed vote and a suggested timeline for such a remedy. The MSBA Board will then review the plan and determine whether it can continue to set aside MSBA funds for the proposed project. He explained that he and others recently had a conference call with the MSBA staff, who asked that Minuteman follow the process and submit the letter by May 18. He then referenced the draft letter he had prepared and asked for comments.

Comments included that the reasons outlined for Belmont's vote were too vague, that specifics were available in the recordings of the Belmont Warrant Committee meeting and Town Meeting (5/4/16) that members were urged to watch (as well as the recording of the 5/9/16 Arlington Town Meeting when the bond authorization vote was taken); the importance of informing MSBA in a way most likely to succeed in receiving an extension of the timeline; that specific wording to make more accurate the fact that 6 communities did not actually vote (non-disapproval); that there was a sense that minds were made up in advance, and that efforts were underway to influence the voters. It was suggested that the representative from Belmont might wish to share his understanding of the reasons for the failed vote, given his experience with and knowledge of Belmont's traditions.

The member from Belmont described the typical process used by Belmont's representative Town Meeting, and he pointed out that a number of communications were provided (including one from the School Committee Chair), and meetings were held by the Warrant Committee to address questions beforehand. While he felt there were a number of other issues, in his opinion, the juxtaposition of size and cost of the proposed project in the form of the following two questions was the determining factor:

- 1.) Does the historic demand for a school of 330 seats (filled by member town students) justify building a school for 628? (Rejected by approximately 2/3.)

and

- 2.) Does it make sense to share a debt of \$8-10M to serve a probable enrollment of between 26-39 Belmont students, 6-10 students/graduating class? (Belmont thought no.)

Additional comments included that it was generous that the conversation was focused on Belmont, when the action of 15 other towns indicated support for the effort; that the vote of the Belmont Warrant Committee be considered to provide more detail for the MSBA letter, and that while the letter needs additional editing, the letter presents a good overview. The importance of finding a pathway to get all 16 towns to “Yes” was emphasized, as Belmont is the only town that sees it differently. Arlington’s upcoming debt exclusion vote, and whether that will change Arlington’s support was a concern also raised.

The Superintendent noted that he anticipates asking for an extension of the Feasibility Study deadline from MSBA, and is weighing out asking for 120 vs. 180 days beyond the current deadline of 6.30.16. Some strategies related to the 16 (d) and (n) options were raised, but it was emphasized that Minuteman is in danger of losing the scope of the project. The disadvantage of taking any action in the summer was noted, whether the debt exclusion votes already taken would still be valid, and what would happen if MSBA does grant an extension were additional points raised. The Superintendent clarified that the goal is to extend the Feasibility Study deadline in order to complete Module 5, which is to secure local funding, and that this could involve re-voting the 16 (d) option, or voting the 16 (n) option. In proposing an extension to MSBA, it was suggested that a time frame that blends with any scheduled Fall Town Meetings be considered, as towns do not tend to look favorably on a single-issue Town Meeting. It was also clarified that MSBA was non-committal during the conference call, but encouraged the District to submit the letter. Given this, the need to make the proposal reasonable and clear was reiterated. It was also clarified that the MSBA Board meets next on 5.25 and 7.20.

Additional points raised included the balancing of 9 towns vs. 1, the need to leave all options open, to submit the letter and not lose trust in the school’s educational benefits, and to consider Belmont’s position relative to the economic impact vs. the cost. The impact of the DESE Regulations related to out-of-district tuition costs and a capital fee was also raised. The Superintendent clarified that these regulations were officially passed, and that DESE has reached out to the District to set the capital fee rate. Mr. Mahoney confirmed that he had a conversation regarding the development of the rate last Thursday, and he anticipates this will be settled by September. It was asked of Belmont whether this issue had an impact on the town’s vote. The member from Belmont confirmed that the uncertainty of the actual rate did play a role, given that it is a fee that will be set annually, and DESE is a political body with shifting interests and priorities. He expressed that the risk to a 30-year debt service is too high, given that the capital fee could be set, changed, or eliminated. He also noted that he personally is open to considering paths forward. He stressed that he was opposed to the section of the letter indicating Belmont was focused on incomplete or faulty information. The Superintendent agreed the language would be softened. A request was made that the School Committee members receive a copy of the letter.

[At 7:40 PM, Ms. Castagno left the meeting.]

b. NEASC Response to 10.1.15 Special Progress Report

The Superintendent referenced the NEASC letter, sent to him in response to the 10.1.15 Special Progress Report. He noted that it relates to the “warning” status, and that they are requesting the school submit a Special Progress Report by 6.30.16, to report on the status of securing local approval of the funding required for new construction of Minuteman High School.

c. Dual Enrollment: Middlesex Community College

The Superintendent called attention to the press release included in the packet, which announces that Minuteman will now serve as a satellite campus for Middlesex Community College, providing a dual

enrollment opportunity so students can earn college credit while getting their high school diplomas. He pointed out that this augments the articulation agreements currently in place. He extended appreciation to Carol Cohen, Coordinator of College and Career Readiness, for her efforts in securing this option. To clarify a question related to one of the 6 courses that have been approved for dual enrollment, as noted in the press release, he pointed out that Honors Psychology is currently an academic elective.

d. Academy Model: Status Report of Academy Development Team

The Superintendent referenced material in the packet related to the Academy Model. He pointed out that efforts to move in this direction have been underway since 2010, and that now, with the possibility of a new building and a group of dedicated staff who volunteer their time toward this effort, significant progress has been made. He introduced Kathleen Smith (Early Education and Care teacher) who, as part of her work on an advanced degree, works with him as the team leader.

Kathleen Smith described what the Academy Development Team is and what it has done so far. She emphasized that one priority for next year is creating Common Planning Time to allow for teachers with shared students to come together, analyze data, discuss student progress, and evaluate curriculum. She introduced members of the Team, who described their activities on the Team. Diane Dempsey reported on the Scheduling Committee; Erin Bordeau reported on Curriculum Mapping; Andie Merkwitz described *Minuteman 101*, and Maria Mastrocola and Anita Currier reported on the senior capstone/portfolio project. Dr. Bouquillon noted that this group is comprised of some of the most creative and dedicated staff, and he is proud of what they have imagined and done. With regard to a question raised about Common Planning Time, it was pointed out that they are reviewing the calendar and determining a structure, and will work with subgroups. Mr. Dillon clarified that one possible solution is to decide specifically on a regular schedule of early release days, after ensuring that there is no negative impact related to time-on-learning hours with DESE, transportation with the bus company, and after-school sports with coaches. With regard to how this Academy Model will benefit a new student, it was pointed out that the student will receive more individual attention; there will be better integration of the academic and vocational components, and more opportunities to connect and make learning relevant to the student. It was pointed out that this represents another one of Minuteman’s innovations that will be the envy of other schools. It was also pointed out that the Finance Subcommittee has reviewed the bills for this effort, and it is clear it is a serious investment that provides better education and more unity/collegiality among the staff. The Chair of the School Building Committee noted that this presentation makes it clear why the design of a new building is so important for the education of the students at Minuteman. The Chair of the School Committee commended the efforts to schedule a regular time to plan, and stressed that he was impressed by this bold measure.

[At 8:05 PM, Mr. Manjarrez left the meeting.]

7. SUBCOMMITTEE REPORTS

a. Special Policy Task Force, *Alice DeLuca*

Ms. DeLuca presented the two policies that had been approved for 1st Reading last time:

JLC (Student Health Services and Requirements, proposed new and adapted from MASC)

JLCC (Communicable Diseases, proposed amendments)

With regard to the issue of Universal Precautions that had been raised, she noted that appropriate procedures are in place; Ms. Perreault confirmed that this is covered in Minuteman’s Health and Safety Plan, which she will send electronically. Ms. DeLuca pointed out a clarifying amendment in the 4th paragraph of the proposed new policy JLC, and a typo in the proposed revisions in policy JLCC. The following votes were then taken:

ACTION 2016 #39

Moved (Leone) and seconded (Flood)

To approve Policy JLC (Student Health Services and Requirements) for 2nd Reading, as presented

VOTE: Unanimous

ACTION 2016 #40

Moved (Leone) and seconded (Flood)

To approve Policy JLCC (Communicable Diseases) for 2nd Reading, as presented

VOTE: Unanimous

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

Superintendent Evaluation: End-of-Cycle Report 5.1.16

Mr. Horton called attention to the material in the packet and explained that it contains a progress report form, signed by the Superintendent, as well as evidence related to each of the 4 goals, and additional comments and evidence pertinent to overall progress on them. In reference to the signed form, he pointed out that the effort was made to integrate DESE's evaluation standards for an administrator into the goals, and that the impact on student learning will not be assessed until 2017. He reminded members that they had received the Mid-Cycle material in the 3.1.16 meeting packet and that it is also on the school's website (active link to be provided). He noted that School Committee members should have received notice about a SurveyMonkey link where they can file their assessment. He also noted that the survey includes a 5-scale rating and will be open until 5.31.16. The filed assessments will be reviewed by the Subcommittee and presented at the 6.14.16 School Committee meeting, along with a recommendation regarding a salary increase for the Superintendent for 2016-17.

c. School Committee Subcommittee on Negotiations with the MFA, *Kevin Mahoney for the Subcommittee*

The Assistant Superintendent explained that the School Committee's Subcommittee on Negotiations met with the MFA to review this amendment. They approved it and recommended bringing it forward to the full School Committee.

Maryanne Ham explained that this Amendment is to Appendix E Educator Evaluation System, Section 22, Rating of Impact on Student Learning (ISL), in the contract approved by the Minuteman Regional Vocational Technical School District Committee and the Minuteman Faculty Association, parties to the agreement, covering the period July 1, 2014-June 30, 2017. She further explained that it was not included at the time of the contract development, as they were waiting for language from DESE on the District Determined Measures, which will be rated next year. She explained that in her role as Supervisor of Evaluations, she met with Kevin and the MFA officers, and the MFA ratified this amendment unanimously. The following vote was then taken:

ACTION 2016 #41

Moved (Spalding) and seconded (DeLuca)

To approve the language amending Appendix E, as presented, and authorize the Chair of the School Committee to sign the document on behalf of the District School Committee

VOTE: Unanimous

8. SECRETARY'S REPORT, *Dave Horton*

a. Approval of Minutes

Mr. Horton presented the Minutes from the 4.12.16 meeting, noting there were no comments or amendments received. The following vote was then taken:

ACTION 2016 #42

Moved (Spalding) and seconded (DeLuca)

To approve the past minutes of 4.12.16, as presented

VOTE: 12 in favor, 1 abstention (13 members present)

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

David C. Horton
Secretary

ATTACHMENTS TO THE MINUTES OF 5.17.16

A. DManjarrez Public Comments