

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
JUNE 14, 2016 6:30 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)	Jack Weis (Belmont)
Alice DeLuca (Stow)	Mary Ellen Castagno (Wayland)
Ford Spalding (Dover)	Doug Gillespie (Weston)
Vince Amoroso (Boxborough)	Pam Nourse (Acton)
Judy Taylor (Carlisle)	Sue Sheffler (Arlington)

Absent: Dave Manjarrez (Sudbury); David O'Connor (Bolton)

14 members present, 2 members absent for the full meeting.

Also present: Ed Bouquillon, Kevin Mahoney, George Clement, Elizabeth Rozan, Diane Dempsey, Sheila Nagle, Eugene DiPaolo, William Garvey, Carol Yelle, Suzanne Revy, Amy Perreault, Al Gentile

1. CALL TO ORDER: OPEN SESSION

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

2. PUBLIC COMMENT

There was no Public Comment.

3. CHAIR'S REPORT, *Jeff Stulin*

a. Organizational Meeting July 12, 2016

The Chair called attention to Policy BDA, related to the School Committee's Organizational Meeting, scheduled this year for July 12, 2016. He pointed out that the Officers are elected for one-year terms, that members may not serve as an Officer for more than five successive terms, and that no one may serve as Chair or Vice-Chair unless they have been on the Committee for at least one year. He pointed out the time commitment involved in the Officer roles. He also noted that the current Subcommittees will remain in place until they are reconfigured in the fall, typically by the Chair, subject to the approval by the full School Committee.

b. Weighted Voting

The Chair called attention to Section H (Weighted Voting) of the new Regional Agreement, and the related materials in the packet, noting that this becomes effective July 1. He indicated that he has given considerable thought to the complexities of implementation, and pointed out that he is reluctant to move towards a fully automated system at this time, as it is expensive, the Committee needs to work with the Weighted Voting concept for a few meetings, and the ten-member configuration will be simpler next July.

He referenced his proposed “Rules” for implementing Weighted Voting, explained the details of the mathematics involved, and noted that he developed a small MAC application, which he felt would cover most votes, except those requiring a roll call. He pointed out his reluctance to run every vote as a roll call, because of the time-consuming nature of these votes, and suggested that the method he has explored would be simpler.

The member from Boxborough expressed his opinion that the Committee ought not dispense with roll call votes, but should conduct the votes in such a way that the actual percentages are clear and visible, and that this could easily be done with a no cost Excel spreadsheet.

The member from Belmont suggested that perhaps the routine votes could be handled swiftly, but that a calculation template be ready if 3-4 members dissented on a vote. He underscored the importance of transparency and accurate reflection of the percentages.

The member from Concord noted that she understands concern for the time-consuming nature of roll call votes, and understands the math behind the Chair’s proposal, but was skeptical as to how others might perceive it, as the actual weight of the vote taken would not be recorded. She noted that she has experimented with an Excel spreadsheet for calculations. She pointed out that the votes will need to be based on how many members are present, and suggested that perhaps unanimous votes need not be counted. She expressed that she would be comfortable with a system that is clear and works efficiently.

The member from Acton suggested establishing a policy that a roll call vote could be implemented if any member called for one.

The member from Wayland expressed her sense that it doesn’t take so much time to conduct a roll call vote, and her preference to err on the side of caution by conducting each vote as a roll call, in case there is a challenge to verification. She stressed it was important to avoid criticism of the process and second-guessing the votes.

The member from Lincoln expressed that she had confidence in the logic behind the method the Chair proposed.

The member from Lancaster suggested that listing out the names of those opposed or abstaining in the minutes might be helpful.

The member from Stow expressed that while she understood the concept in the Chair’s proposal in principle, mathematical intuition is not listed in the Regional Agreement. She urged guidance by the language of the Agreement and implementing it without confusion, for the benefit of both the Committee and the public. She urged putting the July 1 Weighted Voting percentages up on the website.

The number of possible permutations of percentage voting, the language of the Regional Agreement, and that the language was approved by 16 towns were points made by the member from Boxborough.

The Chair addressed the implementation. He pointed out his sense that it is easy to make mistakes with Excel, and suggested that the task of vote calculation might best be handled by someone comfortable with the program and not distracted. With the Chair and the Recorder involved with managing the meeting and its details, he suggested that the vote calculation task could be done by another Officer, or another member not an Officer. The Vice-Chair then offered to develop an Excel file to be used for a real-time calculation, review it with the Chair, and if acceptable, instruct other volunteers to enter vote results into the spreadsheet, should she be unavailable to do so. The file could then be given to the Recorder after the meeting for inclusion with the minutes as verification of the called Weighted Vote.

It was then moved (Flood) and seconded (Sheffler) that the Committee experiment for 2 meetings after July 1 (July 12 and Sept. 13 2016) with the calculation of the Weighted Votes by whatever means most efficient, and to revisit this in October. The member from Belmont made a friendly amendment, and the following vote was taken:

ACTION 2016 #43

Moved (Flood) and seconded (Sheffler)

To experiment for the first two meetings after July 1 (July 12 and Sept. 13, 2016) with the calculation of the Weighted Votes, to give the Chair discretion as to how to tally the votes, and to revisit this in October.

VOTE: 13 in favor, 1 abstention

The Chair then pointed out his additional proposal relative to abstentions, presence, and quorum. He noted that under the new Regional Agreement, an abstention is effectively a “no” vote, and that some members may prefer that their vote not be counted. He proposed that only members at the table be considered present; if a member doesn’t want his/her vote to be counted, the member could step away from the table. The member from Boxborough cautioned against undoing the intent of the specific feature in Section H, which says that “over 50% of the Weighted Vote present shall constitute majority approval.” The Chair noted that there is often a bit of coming and going at the meeting, and the member from Belmont pointed out that there is a difference between being excused temporarily and leaving to go home.

The Chair emphasized that the language of the new Agreement suggests an abstention as a “no” vote. He also pointed out that implementing the new Agreement as of July 1 is a new system, and adjustments may be required along the way until it works smoothly.

c. 2016-17 Meeting Dates for School Committee and Finance Subcommittee

The Chair called attention to the list of proposed meeting dates for 2016-17, and the following vote was taken:

ACTION 2016 #44

Moved (Spalding) and seconded (DeLuca)

To approve the 2016-17 meeting dates for School Committee and Finance Subcommittee, as presented

VOTE: Unanimous

4. SUPERINTENDENT’S REPORT, *Ed Bouquillon*

a. Update on MSBA’s 5.25.16 Decision and Next Steps

The Superintendent explained that on May 18, 2016, the District submitted a letter to MSBA according to their Failed Vote Policy, and on 5.25.16, they met and decided to grant the District an extension to secure bonding by November 30, 2016. He noted that members of the MSBA Board and Treasurer Goldberg are aware of the many challenges Minuteman faces, and of Belmont’s vote.

He explained that efforts are underway to reach out to the people in Belmont, which include tours of the facility and opportunities for questions and answers. He explained that the process is slow but helpful to those who have participated thus far.

He also noted that Arlington is voting on their debt exclusion question tonight, and there is a meeting of stakeholders on June 20 at 8:00 AM in Arlington; representatives from both MSBA and DESE will be present to serve as resources.

He informed the Committee that at the July 12 meeting, he will bring forward a revote under 16 (d) so the 60 day clock can begin for Belmont to hold a Special Town Meeting in September to reconsider the bonding vote; this would allow enough time for a ballot vote (16 (n)), if necessary, before the November 30 deadline.

The Superintendent pointed out that he had laid out a plan in the 5.18.16 report to MSBA. The process was discussed, and it was affirmed that the declarant towns leaving the District would still hold a 16 (n) ballot, as they can't be disenfranchised while still members. While some members expressed this as unfair, the member from Boxborough pointed out that the School Committee could agree to discount the withdrawing towns from the total. The member from Stow pointed out the irony in this.

b. Update on Special Education Parents Advisory Council (SEPAC)

The Superintendent reported that the SEPAC group has new leadership, as they voted in a new Chair, Co-Chair, and Secretary, and they have updated the bylaws. He explained that he and Amy Perreault (SPED Director) recently met with the new slate of Officers. They anticipate holding at least 4 meetings/year, including a meet-and-greet with all parents, one related to transitions, and a workshop. They are eager for increased parent participation and involvement, and School Committee members are welcome at the meetings, but should let him know so the meetings could be properly posted. He noted that he is looking forward to working more closely with the group. The three Officers introduced themselves (Carol Yelle, Secretary, and Suzanne Revy and Bill Garvey, Chair and Co-Chair, respectively) and highlighted their focus on communication, information sharing, and parent involvement. The member from Wayland asked if funds were made available for them to join MassPAC, as she thinks this is a great resource. The Superintendent noted that this was in process, and Ms. Castagno asked that he let her know.

5. SCHOOL BUILDING COMMITTEE REPORT, *Ford Spalding*

a. Update to School Building Committee Membership Roster

Mr. Spalding reported that Concord representative Carmin Reiss has now become the Moderator in Concord, and as such can no longer serve on the School Building Committee. He explained that Selectwoman Alice Kaufman has been nominated by Concord to serve in her place; he referenced the letter and resume included with the packet, and noted that she is qualified for the role. The following vote was then taken:

ACTION 2016 #45

Moved (Spalding) and seconded (DeLuca)

To appoint Alice Kaufman as the School Building Representative from Concord, replacing Carmin Reiss, and to update the School Building Committee membership roster for submission to MSBA as requested

VOTE: Unanimous

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

a. Approval of Scholarship Donations

Mr. Mahoney called attention to the list of recent donations made to existing scholarships that was included in the packet, and pursuant to Policy DDA, the following vote was taken:

ACTION 2016 #46

Moved (Leone) and seconded (Flood)

To approve the list of scholarship donations, as presented

VOTE: Unanimous

b. Approval of Disposal of Surplus Equipment

Mr. Mahoney called attention to the list at the table of equipment and other property owned by the District that is no longer used. He reviewed the items on the list, and noted that playground equipment installed by MIT to support the childcare center operated by Bright Horizons will be included as part of the public auction. He explained that this item has a value, and the successful bidder for this equipment will be required to disassemble and remove it, and the District will retain all proceeds. Pursuant to Policy DN, the following vote was taken:

ACTION 2016 #47

Moved (Leone) and seconded (DeLuca)

To declare the property on the attached list as surplus property

VOTE: Unanimous

The full list can be found as Attachment A.

c. Approval of FY 16 Budget Transfers

Mr. Mahoney called attention to the budget transfers being proposed between function codes. He referenced the summary and detail, and Ms. Flood, as Chair of the Finance Subcommittee, noted that the Finance Subcommittee had a chance to review and recommended approval. Finance Subcommittee member Mr. Weis noted that the Administration is not allowed to overspend in the 1000 code accounts without the School Committee's approval, as indicated by the transfer. The following vote was then taken:

ACTION 2016 #48

Moved (Spalding) and seconded (DeLuca)

To approve the FY 16 Budget Transfers, as presented

VOTE: Unanimous

d. Bid Results

Mr. Mahoney called attention to the revised Bid Results material found at the table (shown as Attachment B), and pointed out that this is for information only, with no vote required. He explained that this bid was for the Advanced Manufacturing Equipment funded from a \$500,000 grant award under the Skills Capital Grant Program. He further explained that his office received one response, from Trident Machine Tools, LLC for \$442,116.25, it met all the required specs, and a purchase order has been issued to procure the equipment.

e. Update on Draft OPEB Trust Agreement

Mr. Mahoney reviewed the status of the Draft OPEB Trust Agreement. He noted that concerns had been raised when he presented the draft at the 3.15.16 School Committee about whether the draft matched the intended purpose of the fund. Instead of bringing it back to the School Committee at the end of March, a request was made that the Finance Subcommittee have a fuller discussion on the matter. He explained that this discussion was begun at the 5.31.16 Finance Subcommittee, when a number of samples from other towns were provided for review. It was agreed that Mr. Weis would distill these into a structure that the Finance Subcommittee can discuss. This is scheduled for the 6.21.16 Finance Subcommittee meeting, and eventually a document will be drafted.

Mr. Weis added that once agreed to by the Finance Subcommittee, the structural components will be brought forward to the full School Committee for endorsement. Ms. Flood pointed out that the draft Agreement was more complex than originally envisioned.

7. SUBCOMMITTEE REPORTS

a. Superintendent Negotiations and Evaluation Subcommittee, *Dave Horton* School Committee Member End-of-Cycle Evaluation Summary

Mr. Horton referred to the end-of-cycle summative assessments submitted by the School Committee members, which were included in the packet. He invited members to comment on one another's assessments, and/or to seek clarification from colleagues about anything they wrote in their assessments. He also invited the Superintendent to comment on the summative assessments or to question the Committee members. He then explained that the Subcommittee was recommending:

that the Superintendent receive a salary increase for FY 17, effective July 1, 2016 through June 30, 2017, of \$3,788.00 for a total annual salary of \$193,202.00. This is a 2% increase of his FY 16 salary (\$189,414.00).

A motion was made (Spalding) and seconded (Leone), and discussion began. The member from Wayland asked about the use of the DESE template, and about whether the comments would be on the website. Mr. Horton noted that it had been determined that the DESE template form could be adapted, and the result was the self-evaluation form brought forward last time. He also affirmed that the evaluation comments will be on the website.

The member from Belmont asked why the recommendation had not been circulated in advance, how it relates to the teacher contract, and whether peer comparables were reviewed. Mr. Horton explained that the Subcommittee had just met on Wednesday the 8th, and the recommendation was not ready for the packet. Mr. Mahoney confirmed that 2% was the salary adjustment in the teacher contract for the year. Mr. Horton explained that the Superintendent's contract language was specific on salary increase, and the Chair confirmed that comparables were extensively reviewed when the Superintendent's contract was first developed.

The member from Lincoln inquired about why 2% was being recommended, when it could have been anywhere between 0-2%. Mr. Horton confirmed that the Subcommittee reviewed the School Committee member comments, and they judged that the majority of them warranted a 2% raise.

With no further questions or comments, the following vote was taken:

ACTION 2016 #49

Moved (Spalding) and seconded (Leone)

To approve the SN&ES's recommended FY 17 salary increase for the Superintendent, as presented

VOTE: 11 in favor, 2 opposed, 1 abstention

The Superintendent extended appreciation for this increase.

8. SECRETARY'S REPORT, *Dave Horton*

a. Approval of Minutes

Mr. Horton explained that he had received no comments on the minutes, and the following vote was taken:

ACTION 2016 #50

Moved (Horton) and seconded (Leone)

To approve the past minutes of 5.17.16, as presented

VOTE: 12 in favor, 2 abstentions

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

David C. Horton
Secretary

ATTACHMENTS TO THE MINUTES OF 6.14.16

- A. Material related to Item 6b: Approval of Surplus Equipment
- B. Material related to Item 6d: Bid Results (Revised)