

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
JANUARY 16, 2018 6:45 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

Dave Horton, Chair (Lexington)	Alice DeLuca (Stow)
Sue Sheffler, Vice-Chair (Arlington) (arrived at 6:46 PM)	
Ford Spalding (Dover)	
Pam Nourse, Secretary (Acton)	Jim Gammill (Belmont)
Jeff Stulin, (Needham)	David O'Connor (Bolton)
Carrie Flood, (Concord)	Jennifer Leone (Lancaster)

Weighted Vote: Weighted Vote present at start of meeting: 90.07 % (not Arlington)
Weighted Vote after Arlington's arrival: 100%

Others Present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Connie Maynard, Amy Perreault

1. CALL TO ORDER: OPEN SESSION

The Chair called the meeting to order at 6:45 PM.

2. PUBLIC COMMENT

There was no Public Comment.

3. CHAIR'S REPORT

The Chair asked Vice Chair, Sue Sheffler, to give a report on the Strategic Planning Group activities. Ms. Sheffler noted that the group will consist of herself, Ford Spalding, Alice Deluca, Jim Gammill, and Ed Bouquillon, accompanied by Amy Perreault and Elizabeth Rozan. She explained that the intent is to be efficient and hold 3-4 meetings geared towards drafting a strategic plan for the governance of the District. The draft will focus on Enrollment, Leadership Succession, and Board Succession/Development, and the goal is to complete the draft by April-May, 2018. More details will follow, after the first meeting of the full group.

4. SUPERINTENDENT'S REPORT, *Ed Bouquillon*

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

Presentation: Report on SRI Training and Minuteman 101, *Amy Perreault*

The Superintendent introduced Ms. Perreault, who gave a summary of staff and student development activities related to the Academy Model, which is related to Superintendent Goal #1 Student Improvement. She explained that the School Reform Initiative's "Critical Friends" training held for staff, and Minuteman 101, offered to Freshmen are key elements to the development of the Academy Model. She noted that

Article XXI of the Minuteman Faculty Association contract (July 1, 2017-June 30, 2020) relates to developing the Academy Model and fostering Professional Learning Communities. She reported that 8 administrators and 21 teachers attended the 5 day intensive, and that there was good feedback on the training. The Superintendent added that 3 of those days were off-campus, without distraction. During those 3 days, he and Ms. Perreault ran the school, including handling the discipline issues, which made him more sensitive to the responsibilities of the Principal and Assistant Principal.

Ms. Perreault explained the design of Minuteman 101, which is a program offered to Freshman to help articulate the expectations for and resources available to Minuteman students. Topics covered in this program included high school transition, support services, career goals, mindfulness and executive functioning, character development, critical thinking, and financial literacy. She explained that the challenge has been to find the right structure for this offering. The exploratory format, which was used, did not allow for processing, the presentations were choppy, and with various experts facilitating, it was not easy to develop rapport. After this first attempt, it was decided to keep the topics and information, but implement them differently, with one facilitator and a deeper dive into the topics. Minuteman 201 will be offered to Sophomores. The Superintendent added that this program provides an opportunity to instill Minuteman values and expectations. The character development topic addresses the social/emotional issues in a planful way, and can be a powerful instrument for learning relationship-building skills. The mindfulness topic describes a technique for better self-management, and knowing the resources and skill sets in the building is helpful to understand what services are available. He also noted that as a result of the recruitment efforts, students are more committed.

In response to questions, Ms. Perreault added that measurable impact has not yet been developed, but the intention is to learn from the implementation of the program. She also noted the differences between the Minuteman 101 and the mentoring program, and agreed that a consistent message in both programs is important. She explained that core elements of Minuteman 101 will be included in the mPower Notebook as a way to reinforce behaviors and values. She also explained that Professional Learning Communities relate to all academies and pathways, and some groups are already developing norms and protocols, and are beginning to put the material into practice, as a result of the training. She also noted that the staff of SRI provides ongoing coaching.

b. Approval of Field Trip: NBC Taping, New York City

The Superintendent noted that this field trip came up suddenly, after the agenda had gone out, and that the timing is prior to the next meeting. He noted that the trip will be contingent on his final approval. He explained that WBZ's Cindy Stumpo, pitched the idea to NBC's Harry Connick, Jr.'s morning show. He explained that he has a concern with the focus Ms. Stumpo has, which he disagrees with, as it promotes old stereotypes of vocational education. He does not want Minuteman to go backwards, he wants to talk with her and the producers before he agrees to this taping. The following vote was taken:

ACTION 2018 #1

Moved (Leone) and seconded (Spalding)

To approve an out-of-state, overnight field trip to tape a demonstration at NBC Studios in New York City on 1.31.18 and 2.1.18. The event requires 2-4 students, and accompanying staff, with expenses not to exceed \$3,000. This vote is contingent upon the Superintendent's approval.

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

5. SUBCOMMITTEE REPORTS

a. Policy Task Force, *Alice DeLuca*

1. Policy JLCD Administering Medicines to Students

Ms. DeLuca reported that the concerns raised at the 1st reading of this policy were submitted to Counsel. Not being an attorney or a nurse, she is comfortable with Counsel review and with the policy draft as presented for 2nd reading. She extended thanks to Amy Perreault, for being available for questions. She noted that she received no additional comments, and the following vote was taken:

ACTION 2018 #2

Moved (Spalding) and seconded (Stulin)

To approve Policy JLCD for 2nd reading, as presented

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

2. 7 Title IX Policies

Similarly, Ms. DeLuca noted that concerns were submitted to Counsel, who reviewed and made some amendments, updating for consistency and relevance. Ms. DeLuca noted she did not see any worrisome issues, and that the Superintendent and Steve Sharek reviewed as well. The Chair noted that his concerns had been related to the categories, and he is satisfied that his concerns were addressed. The Superintendent noted that having these policies updated and in place will put the District in good stead with the Department of Education during the upcoming Coordinated Program Review. The following vote was then taken:

ACTION 2018 #3

Moved (Stulin) and seconded (Spalding)

To approve for 2nd reading the 7 Title IX policies, as reviewed by counsel

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

The 7 Policies approved are:

AC and JB: Non-Discrimination

ACA and JBA: Non-Discrimination on the Basis of Gender

ACAA: Sexual Harassment

JBB: Civil Rights

GBAA: General Personnel Policies

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

a. General Resolution per Policy DDA Gifts, Grants, Donations, Scholarships

Mr. Mahoney referenced Policy DDA included in the packet, and noted that it has been the practice to submit all donations to the School Committee for approval. He explained his recommendation, pursuit to the option outlined in the Policy, that gifts up to \$5,000 could be handled differently to expedite the process, and that the School Committee had never voted on this option. He emphasized that making the change, and providing monthly notifications, can streamline the process. The following vote was then taken:

ACTION 2018 #4

Moved (Spalding) and seconded (Leone)

Pursuant to Policy DDA, Section A, Par. 2, to authorize the Superintendent or his/her designee to accept gifts of cash value or property up to \$5,000, and to notify the School Committee monthly of any gifts or donations accepted by the Superintendent or his/her designee.

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

b. FY 19 Budget Process Update

Mr. Mahoney explained the status of the budget process to date. He reviewed the Estimated Revenue Plan (V. 4.1, dated January 10, 2018), and described details of the 4.72% increase from last year. He also explained that a debt exclusion override was voted on the building project debt in Arlington, Bolton, Concord, Dover, Lancaster, and Stow. He pointed out that the capital fee does not go into effect until the new school building is occupied (August, 2019), and that total assessments do not include assessments for the post graduate or middle school programs.

He explained that he is in the process of finalizing the budget, and will meet with the Finance Subcommittee on January 30, prior to the February 6 Budget Hearing. He noted that there will be minor adjustments due to post graduate enrollment calculations, Ch. 70 funds, and Ch. 71 funds. He also noted that the actual E& D number will be lower than anticipated.

c. Budget Transfer Request – To Close Out FY17 Deficit Balances

Mr. Mahoney explained that he has been working with the Auditors to wrap up FY 17 details, and given the status of the FY 17 Audit, he anticipates it will be ready for the March meeting.

Toward this end, he explained that this item was a budget transfer request to close out the FY 17 deficit balances, which is a routine practice. He explained an amendment on the materials provided (Attachment A). The following vote was then taken:

ACTION 2018 #5

Moved (Spalding) and seconded (Leone)

To approve the Budget Transfer Request to close out the FY 17 deficit balances, as amended

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

7. SECRETARY'S REPORT, Pam Nourse

a. Approval of Draft Minutes

A clarifying amendment was offered on the draft minutes of 12.12.17 (pg. 2 lines 7 and 8) and the following vote was taken:

ACTION 2018 #6

Moved (Nourse) and seconded (Stulin)

To approve the draft minutes of 12.12.17, as amended

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: Lancaster abstained

Final percentage results of vote: 90.07%

Final status of the vote: **Approved** (9 in favor, 0 opposed, 1 abstention)

8. POSSIBLE EXECUTIVE SESSION

The Chair announced that there was a need for an Executive Session, with the need to return to Open Session, and that Dr. Bouquillon, Mr. Mahoney, and Ms. Rozan would remain. Ms. Nourse read the purposes, and the following vote was taken by roll call at approximately 7:35 PM:

ACTION 2018 #7

Moved (Nourse) and seconded (Stulin)

To enter into Executive Session for the following purposes:

a.) Pursuant to MGL Ch. 30A, S. 22 (f) to review, amend, finalize and approve minutes from Executive Session of the Committee held on 12.12.17 and to determine whether continued non-disclosure of such minutes is appropriate.

and

b.) 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 declares.

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100% by roll call

Spalding (Dover) Yes

DeLuca (Stow) Yes

Flood (Concord) Yes

Horton (Lexington) Yes

Nourse (Acton) Yes

Final status of the vote: **Unanimous**

Sheffler (Arlington) Yes

Stulin (Needham) Yes

Gammill (Belmont) Yes

O'Connor (Bolton) Yes

Leone (Lancaster) Yes

9. RESUME OPEN SESSION: UPDATE ON LEGISLATION

At approximately 7:55 PM, the School Committee resumed Open Session, and the following vote was taken:

ACTION 2018 #8

Moved (Stulin) and seconded (Leone)

To approve the language of the draft legislation entitled *An Act Authorizing the Minuteman Regional Vocational Technical School District to Lease Land and Buildings*, as presented

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

The document can be found as Attachment B.

10. ADJOURNMENT

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

ACTION 2018 #9

Moved (Stulin) and seconded (Leone)

To adjourn the meeting at 7:57 PM

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50 %

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

Respectfully submitted,

Elizabeth Rozan
District Assistant

Pam Nourse
Secretary

Attachments to the Minutes of 1.16.18

A. Amended Budget Transfer Request

B. Draft Legislation: *An Act Authorizing the Minuteman Regional Vocational Technical School District to Lease Land and Buildings*



TO: Minuteman School Committee
FROM: Kevin F. Mahoney, Assistant Superintendent of Finance
RE: Transfer Request - Close-out of FY17 Deficit Fund Balances
DATE: January 9, 2018 AMENDED 1.16.18

As part of our annual close-out of FY17, it is required that any outstanding balances as of year end be closed to the Unreserved Fund Balance. The total of deficit accounts for FY17 is \$2,157,84. According to our auditor, a vote of the School Committee is required to authorize this transfer.

This is to request the School Committee vote to authorize the FY17 transfer listed below:

MOVE to transfer the deficit fund balances listed below:

\$240.00 from account #8089300.893 – Student Activity Math Team;

\$1,517.48 from account #8089700.897 – Girls in STEM; and

\$400.36 from account #8089800.898 – Community Services

For a total of \$2,157.84 said accounts to be closed to Unreserved Fund Balance.

AN ACT AUTHORIZING
THE MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
TO LEASE LAND AND BUILDINGS

SECTION 1. Notwithstanding the provisions of Section 16 of Chapter 71, or any other general or special law, rule or regulation to the contrary, the Minuteman Regional Vocational Technical School District (“the School District”), acting through its School Committee, is hereby authorized to lease public lands and buildings and parts thereof for periods of up to fifty years, and to enter into contracts for the design, construction, installation, operation, maintenance, and repair of buildings, parking, and recreational facilities on land owned by the School District.

SECTION 2. The School District may establish a receipts reserved for appropriation account for any revenue generated from leases authorized by Section 1. This account shall be used to offset the debt service payable on financing of the design and construction of a new high school, and in support of other capital improvement of the buildings and grounds of the School District.

SECTION 3. This Act shall take effect upon its passage.