

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
APRIL 12, 2016 6:30 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

Jeff Stulin, Chair (Needham)	Jennifer Leone (Lancaster)
Carrie Flood, Vice-Chair (Concord) (left 8:00 PM)	Sharon Antia (Lincoln)
David Horton, Secretary (Lexington)	Jack Weis (Belmont) (arrived 6:40 PM)
Alice DeLuca (Stow)	Mary Ellen Castagno (Wayland) (left 7:55 PM)
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: Doug Gillespie (Weston)

Also present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Steve Sharek, Connie Maynard, Al St. George, Bill Blake, Amy Perreault, Bob McLaughlin, Nancy Pierce, Kevin Bresnahan, Edward DeLuca

1. CALL TO ORDER: OPEN SESSION

The Chair called the meeting to order at 6:33 PM.

2. PUBLIC COMMENT

Edward DeLuca (Stow) expressed his concerns about the possible 16 (n) vote. He presented a mathematical scenario that indicated a 40% probability of disenfranchising communities if this vote were to be taken, and expressed his opinion that it placed an unreasonable burden on towns.

3. CHAIR'S REPORT, *Jeff Stulin*

There was no Chair's Report.

4. PRINCIPAL'S REPORT, *Jack Dillon*

a. Approval of Overnight Field Trip: Fishing Club to Nantucket, MA in June

With no additional questions, the following vote was taken:

ACTION 2016 #29

Moved (Spalding) and seconded (Leone)

To approve the Fishing Club's Overnight Field Trip to Nantucket, MA June 10-12, 2016 as presented

VOTE: Unanimous

b. Targeted District Review Update, *Bill Blake*

Mr. Blake presented details on the upcoming Department of Education audit, scheduled for May 9-11, 2016. He explained the role of DESE's Center for District and School Accountability (CDSA) and how audits are conducted. He pointed out that before 2008, this oversight function was done by the Office of Educational Quality and Accountability (EQA). He explained that Minuteman had submitted a self-assessment for all six standards, along with voluminous supporting documentation in December, and a second round of documents was submitted in April, after the three targeted standards (Curriculum and Instruction, Assessment, Student Support) were identified. He noted that interviews with various stakeholder groups will be held, and the Superintendent will be inviting some School Committee members to participate.

To the question of how this process will differ from the one conducted in 2008, Mr. Blake noted that he expects this to be more reasonable and focused. To the question of whether he anticipates any problem areas, he noted his concerns about disruptions to the teachers' day and also that the materials submitted had not been reviewed, that there is little continuity, and that those involved do not have much experience with vocational high schools. To the question of why he thought materials had not been reviewed, he cited a conversation with the lead investigator, which led him to believe this. He also expressed an interest in giving feedback on the process.

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

a. FY 16 3rd Q Report

Mr. Mahoney reviewed the FY 16 3rd Q materials that were in the packet. He offered a correction, noting that \$100K had been set aside for the possible Districtwide Ballot, not \$80K. He referenced the detail pages, noted that he has no concerns as a result of the 3rd Q report, and that this material had been reviewed by the Finance Subcommittee. He answered specific questions on details related to the Early Retirement Notification Incentive, payment of accrued vacation for people who had left, collaborative SPED services, substitutes, legal services, nurse, security, and pupil transportation. With regard to a question about whether SPED services were paid out of municipal Medicaid, he agreed to find out and get back with the answer. He also addressed some concerns raised about tuition, noting reconciliation with the revenue plan.

b. Bid Results/FY 16 Budget Transfer

Mr. Mahoney called attention to three bid results (Attachment A), and noted that he was seeking a Budget Transfer vote for one of them.

1. Site Improvement Project

He described the details of the bids for the site improvement project, and highlighted the details from the lowest bidder, Sunshine Paving. He indicated that work is scheduled to begin at the end of June, and completed by the end of August. The budget variance was clarified, as was the fact that this work to the plaza and access road is part of a 5-year plan, and that the engineers are well aware of the long-term plan (construction of a new building). It was also mentioned that work on the access road is needed to allow for the weight and rumble of anticipated construction vehicles.

Mr. Mahoney explained that to execute the contract, and allow sufficient funding for contingencies, a budget transfer was needed, and the following vote was taken:

ACTION 2016 #30

Moved (Spalding) and seconded (DeLuca)

To transfer the sum of \$225,000 from account #01.5200-Health/Life Insurance
50,000 from account #01.5250-Health Insurance-Retirees
150,000 from account #01.2305-Teacher Salaries
for a total of \$425,000, to account #01.7200-Capital Building Improvements

VOTE: 14 in favor, 1 abstention

2. Leasing of Childcare/Classroom Space

Mr. Mahoney presented this as informational, noting that no vote was needed, given that he, as the Chief Procurement Officer, can issue the lease. He described that there was one bidder, The Tremont School, which is a private school for gr. 5-12. He described the lease agreement, and noted that the District would be taking a loss on this, as the monthly rate is lower than the current occupant's.

3. Leasing of Energy House Office Space

Mr. Mahoney presented this as informational as well. He explained the terms, and that this was a lease renewal for Mass. Association of School Superintendents (MASS), effective May 1, 2016.

6. SUPERINTENDENT'S REPORT, *Ed Bouquillon*

a. School Choice

Dr. Bouquillon explained the reasoning behind his recommendation not to participate in School Choice for 2016-17, and questions related to Ch. 70 reimbursement, tuition students, and transportation were answered. The following vote was then taken:

ACTION 2016 #31

Moved (Nourse) and seconded (Leone)

Not to participate in the School Choice Program for 2016-17, and to inform DESE of this decision by the June 1 deadline

VOTE: 14 in favor, 1 opposed

b. MSBA Project Scope and Budget Agreement

Dr. Bouquillon explained that this vote was necessary as the next step in the MSBA process for documentation. Questions about the final grant amount, the role of the School Building Committee, whether the School Building Committee had seen this material, the add/alternatives of the design, and the rationale for the timeline were discussed. Reassurance that nothing is binding until the bonding process is complete was offered. It was noted that as this was language provided by the MSBA and vetted by counsel, no amendments were appropriate. It was also offered that since this is an agreement between two parties, both have obligations, and therefore the agreement should not be viewed as an impediment to the process. Concern over the reimbursement rate calculation was raised, and it was suggested that it would be up to MSBA to explain it. The vote was read and taken as follows:

ACTION 2016 #32

Moved (DeLuca) and seconded Spalding

That the Superintendent and the School Committee Chair (the “Authorized Officers”) are hereby authorized to execute and deliver to the Massachusetts School Building Authority (“the MSBA”) the Project Scope and Budget Agreement between the District and the MSBA presented to this meeting (“the Agreement”) and any amendments thereto as approved by the Authorized Officers, and to bind the District to the terms and conditions of such Agreement and any amendments, all on behalf of the District

VOTE: 14 in favor, 1 abstention

One member noted that the exhibits in the document included in the packet were difficult to read due to small print. She asked for the documents on larger sheets.

c. Update on Town Meetings

Dr. Bouquillon referenced material at the table (Attachment B) presented as informational that described current town meeting action to date on the annual assessment and the bonding for the new high school. He explained that 5 towns have taken their votes. He pointed out that in 30 days, the decision on the bonding will be clear.

d. Contingent Vote to Bond under 16 (n)

With regard to the contingent vote to bond under 16 (n), Dr. Bouquillon referenced material provided at the table as informational (Attachment C) pointing to MSBA’s Policy Statement regarding the impact if there is a failed local vote, as well as his summary related specifically to Minuteman. He explained that with the January 27, 2016 approval, MSBA set in motion a 120-day deadline (May 26, 2016). If funding approval is not reached by then, Minuteman would be required to submit a plan, regardless of a 16 (n) vote. Additionally, a new Statement of Interest would be required and essentially, we would be out of the process. He offered his opinion that either the bonding is approved over the next 30 days by Town Meeting, or not. He pointed out that there is no guarantee from MSBA if the funding fails, explaining that 5 other projects failed to get local approval. In the end, 2 of them got it, 1 is pending, and 2 were removed from the MSBA pipeline. He suggested that these are not good odds and because of the May 26 deadline, he recommended taking the 16 (n) contingency vote off the table.

To the question of how School Committee members can help harness the energy in their towns to get local approval, Mr. Spalding offered a number of suggestions. He offered commendation to the Town of Concord for the ways in which they got community support through education and outreach to various stakeholders, and used resources, such as the local boards and local media. He suggested that it is a bad investment to say no to this project, and settle for repairs. The good investment is to build the new school. He also noted that this project is being watched at the state level, and there is support for it. The Chair indicated that a number of towns have not taken time to be involved and to focus on the issues and consequences of a failed project. The member from Concord noted that there were many people involved in her town, including members of the School Building Committee, the Concord Finance Subcommittee, the Concord Board of Selectmen, as well as the local media. She explained that they met, looked at slides, and shared comments. She also referenced the Superintendent’s video with the Town of Acton as a source for an excellent examination of the issues, and pointed out that she, Ford, Steve, Ed, and Kevin are available as needed.

The Chair clarified that the 16 (n) contingency vote, then, would be tabled for now and for the foreseeable future. The member from Boxborough clarified that the Boards of Selectmen group had listened to the concerns of the communities and were hoping that people would then work to get local approval. He

emphasized that the 16 (d) approach was better in the long run, and expressed that he was gratified that the 16 (n) contingency vote was being pulled.

Concern was raised about hearing of MSBA's policy statement on a failed vote so late in the game, with the suggestion that things could have been done differently. It was explained that there had been confusion between the two dates (June 30) and the 120-day deadline mentioned in the MSBA's 1.27.16 vote letter (May 26), and that clarification was just reached this week.

Concern was raised over the steps involved, if the 16 (d) approach fails. What is meant by a plan, whether the 16 (n) option would still be viable, challenges to ambiguity, towns taking responsibility, the Selectmen's interest in having had the Regional Agreement vote first, the order of the votes on the Special Town Meeting warrants (Agreement and Withdrawal), and operating intelligently with the most current information at the time were items raised. The Superintendent offered his opinion that if the bonding fails with 16 (d), the project is dead. The Chair concurred.

The issue of debt exclusion votes was raised, and it was emphasized that this is a wild card, particularly dependent on how the vote is worded. It was noted that no public funds could be used to encourage voting, but School Committee members could work in their towns to educate people of the importance of the project. The issue of how incurring debt is outlined in the new Regional Agreement was raised, as was the kinds of information that might be provided to MSBA if the funding vote fails, including attendance records of representatives so that a plan to rectify a failed vote could be determined.

Concern was raised for additional material placed as informational at the table, namely the correspondence related to a capital fee. To the concern of why this had not been sent in advance, it was clarified that the correspondence had just been received earlier in the day.

The member from Sudbury pointed out that he has been, and is, recording the meeting. He asked for clarification on how a 16 (n) vote would impact towns that had been approved as withdrawing towns. It was clarified that these towns are still a part of the District until July 1, 2017, so if a vote were taken they could vote, but would not be responsible for debt incurred.

To the capital fee issue, the Assistant Superintendent clarified that there had been an assumption of a capital fee, but it had not been set. Some towns wanted reassurance that there actually would be a capital fee for non-district students, and the correspondence indicates a commitment to this.

The Chair clarified again that there was no motion made on the 16 (n) vote, and therefore a motion to withdraw it was not needed.

[Ms. Castagno left the meeting at 7:55 PM.]

[Ms. Flood left the meeting at 8:00 PM.]

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

7. SUBCOMMITTEE REPORTS

a. Special Policy Task Force, *Alice DeLuca*

Medical Policies: Accidents and Illnesses (EBBA) amendments
Student Health Services and Requirements (JLC) (new)
Communicable Diseases (JLCC) amendments
Medication Policy (JLCD) (new)

Ms. DeLuca explained the details of how these medical policies came forth, pointing out that they have been reviewed by the school nurse and the SPED Director. She brought forth each one separately for consideration.

1. EBBA: She pointed out the current policy and the changes proposed to it. A motion was made (Leone) and seconded (Antia) to approve for 1st reading.

Concerns expressed in last two paragraphs:

a. Liability as noted in 3rd paragraph: “No public school teacher...shall be liable in a suit...”

Implicit vs. explicit indemnity to head off legal fees; perhaps talk with counsel.

b. MIAA regulations as noted in last line: “As required by MIAA regulations...”

What are the requirements?

Result: It was determined that more information was needed, and the motion to approve for 1st reading was withdrawn.

2. JLC: She pointed out that this was a new policy, adapted from MASC’s suggested policy. A motion was made (Leone) and seconded (Antia) to approve for 1st reading.

Concerns expressed:

a. Gloves/universal precautions

Procedures are not specified in policies; possibly covered under student handbook, emergency procedures.

b. Better clarity needed in paragraph 4

Result: The following vote was taken:

ACTION 2016 #33

Moved (Leone) and seconded (Antia)

To approve new Policy JLC (Student Health Services and Requirements) for 1st Reading

VOTE: 11 in favor (with 12 present, one person out of the room)

3. JLCC: She pointed out the current policy and the proposed amendments. A motion was made (Antia) and seconded (Leone) to approve for 1st reading.

Concerns expressed:

a. Should the 3 deleted paragraphs have been deleted?

Nurse felt there was redundancy, and covered under the Mass. Public Health Guidelines

b. 2nd paragraph “...may be temporarily excluded...”

Covers concerns for danger to the public.

Result: The following vote was taken:

ACTION 2016 #34

Moved (Antia) and seconded (Leone)

To approve proposed amendments to Policy JLCC (Communicable Diseases) for 1st reading

VOTE: Unanimous

4. JLCD: She pointed out that this was a proposed new policy.

a. Language related to administration of Narcan Nasal Spray

She explained that MASC has a new recommendation (January, 2016), but that this is based on the previous version of MASC’s policy with less inclusive language related to the administration of Narcan. Caution noted, as laws have just been passed, and the nuances related to its use have not been vetted. No desire to be a test case. Principal and Assistant Principal have been trained to administer. Could add the language about additional people trained to administer.

b. Explanation of “...limited delegation for field trips...” at end of 1st paragraph

This is a technical term that may need to be explained.

c. EpiPens

Do the 3 bullet points cover students carrying EpiPens? MASC could be consulted.
Result: held until more information could be obtained.

See Attachment D for two policies approved for 1st reading (JLC and JLCC).

**b. Superintendent Negotiations and Evaluation Subcommittee, Dave Horton
School Committee Member Mid-Cycle Evaluation Summary and Next Steps**

Mr. Horton explained that the Evaluation Subcommittee includes Jennifer Leone and David O'Connor, as well as himself. He explained that the mid-cycle evaluations with comments received from all members had been included in the packet, and asked if the Superintendent and School Committee members had anything to add. There was no additional comment. He then explained that the Subcommittee met with the Superintendent and requested from him information/data on achievement/results/impact of each goal for use with the end-of-cycle evaluation to be conducted by the School Committee. The Superintendent will provide this, and it will be brought forth at the May 17 meeting. The School Committee will then have an opportunity to fill out another Survey Monkey response. The Subcommittee will present the end-of-cycle evaluations with comments at the June 14th School Committee meeting and will also make a recommendation regarding a raise for the Superintendent for FY 17, per his contract, at that time.

8. SECRETARY'S REPORT, *Dave Horton*

a. Approval of Minutes

The following vote was taken on the minutes:

ACTION 2016 #35

Moved (Leone) and seconded (Antia)

To approve the past minutes of 3.1.16, as presented

VOTE: 11 in favor, 1 abstention

9. ADJOURNMENT

The Chair pointed out that at the next meeting on May 17, it will be clear where the bonding vote stands. The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

David C. Horton
Secretary

ATTACHMENTS TO THE MINUTES OF 4.12.16

- A. Assistant Superintendent's Report:
 - b. Bid Results
- B. Superintendent's Report:
 - c. Update on Town Meetings
- C. Superintendent's Report:
 - d. Contingent Vote to Bond under 16 (n):
MSBA Policy Statement and specifics related to Minuteman
Correspondence to/from Jeff Wulfson re capital fee
- D. Medical Policies approved for 1st Reading
 - JLC (new) Student Health Services and Requirements
 - JLCC (amendments) Communicable Diseases