

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
OCTOBER 13, 2015 PM 6:30 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

Carrie Flood, Vice-Chair (Concord)	Sharon Antia (Lincoln)
David Horton, Secretary (Lexington)	Jennifer Leone (Lancaster)
Alice DeLuca (Stow)	Jack Weis (Belmont) (arrived at 7:20 PM)
Ford Spalding (Dover)	Pam Nourse (Acton)
Judy Taylor (Carlisle)	Doug Gillespie (Weston)
Dave Manjarrez (Sudbury) (left at 8:35 PM)	

Absent: Jeff Stulin, Chair (Needham), David O'Connor (Bolton), Vince Amoroso (Boxborough), Mary Ellen Castagno (Wayland), Sue Sheffler (Arlington)

Also present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, Bill Blake, Steve Sharek, Diane Dempsey, Nancy Pierce, Al Gentile, Elizabeth Rozan

1. CALL TO ORDER: OPEN SESSION

Due to the absence of the Chair, the Vice-Chair called the meeting to order at 6:30 PM.

2. PUBLIC COMMENT

There was no Public Comment.

3. CHAIR'S REPORT

a. Notes from the Chair: The Minuteman High School Building Project: "The Go It Alone" Option

The Vice-Chair referenced the document included in the packet, which Mr. Stulin had planned to discuss. She summarized it to say that Going It Alone was not an option. The document related to scope of work and the cost breakdown associated with this option was also referenced, as part of Mr. Spalding's report package. The member from Sudbury noted Assabet's \$62M renovation project for 1100 students, and expressed his concern for the view that MSBA funds would be lost if another option were considered for Minuteman. Mr. Spalding noted that the details outlined in the Go It Alone document, with a guesstimate of \$100M for repairs, were derived from a review of existing reports, by highly qualified people, and that consequences related to getting out of the MSBA pipeline are a reality.

4. SUPERINTENDENT'S REPORT

a. Staffing Update

The Superintendent referenced staffing changes for the 2015-16 school year, noting replacements, and reasons for leaving. He noted that there is now a new Interim SPED Director in place (Amy Perreault), and that a new nurse is starting next week. The distributed report can be found as Attachment A.

b. Report on Member Middle School Guidance Survey

The Superintendent noted that he is pleased with the results of the Middle School Guidance Survey distributed with the packet, noting that this was good information that supports the enrollment efforts. He noted that there is a marked increase in student interest in Showcase Day, with 179 responders expressing interest in attending so far. He noted that staff looks forward to having a problem with high numbers for this event, scheduled for November 12, and Career Day, scheduled for November 22. He expressed that

he is pleased with the efforts of George Clement and staff, as a result of working with consultant Mark Perna. In response to questions, he clarified some details on the survey form, and noted that if any member is interested in attending the upcoming activities, they should contact him to see how they can be involved.

The member from Sudbury asked for clarification on enrollment numbers from the last meeting, specifically the number of incoming out-of-district students. Mr. Dillon clarified that of the total number, 31 students were new transfers into the 10th and 11th grades. In response to questions, Mr. Dillon also explained how Showcase Day evolved out of Tour Day, how students will arrive at Minuteman for this event, and how teachers are being paired up. The Superintendent also described how the day is being planned, underscoring that the effort is to engage the visiting students in related activities and through interactions with current student ambassadors. The on-line application was also noted as a new way for students to apply, and that there is now an admissions deadline of February 1.

c. Module 5 Local Approval Progress Report, Timeline, and Recommendation

The Superintendent distributed a timeline related to the options for securing local approval under Module 5 of the MSBA process, which is anticipated after the December 1, 2015 submission of the Schematic Design to MSBA, once the School Building Committee and School Committee take their votes on November 17. He explained the two options under 16 (d) and the one option under 16 (n), and summarized the time frame involved in each. He noted that he is positive about meeting this requirement (local approval) by the deadline of June 30, 2016 through one of these options. He clarified that 16 (d) requires a simple majority vote of the School Committee, while 16 (n) requires 11 votes. He emphasized his interest in bringing this up now, so that members can give it thought, and so that the end result will reflect the will of the District. He expressed his opinion that a Town Meeting vote will not succeed in all 16 town meetings, and explained that there is a meeting in Weston to discuss it on the 28th of October. He noted that the School Committee will need to vote soon on the direction that allows the most flexibility, all things considered. It was pointed out that Acton recently voted to approve the new building and to approve the district wide ballot option. Concord's position of being willing to go to the ballot option was also noted. He suggested that any related ideas be forwarded to him. In response to a question, he clarified the impact of Wayland's request to withdraw, noting that Wayland is a member until it is not, and that their withdrawal is not final until all 16 towns approve the request and the Commissioner approves it, with the effective date 1 year later or the next July 1. The earliest date for withdrawal for Wayland at this point, he explained, would be June 30, 2017, and Wayland would be responsible for the full amount of debt service incurred until that time, per the current Regional Agreement. He also clarified that no other town is withdrawing at this time. The timeline can be found as Attachment B.

5. SCHOOL BUILDING COMMITTEE REPORT

a. General Update on Module 4

The Superintendent gave an update on the Design Team activities related to Module 4. He noted that the School Building Committee had appointed 4 members to participate informally with the Administration on this process, and the group has been working well to create a smaller and more efficient design. He noted consideration of elevators, green roof, building height issues, topography, security, and the concentrated effort to keep costs down. He noted meetings with the Lincoln Planning Board, and emphasized the student and staff involvement, pointing out that students will be staking the building and using 3D modeling. He explained that all the consultants will soon be gathering for a "page turner" meeting, in preparation for sending the material to the estimator to resolve any discrepancies.

b. Communications Subcommittee Report

Mr. Spalding added that there have been up to 25 people in a room working on this. He called attention to the Report materials distributed at the table. He referenced the updated Module 4 Execution Schedule, noted that this schedule is updated frequently, and pointed out two upcoming School Building Committee meetings on October 19 and on November 9, to which everyone is invited. He explained that on October 19, the Design Team will be looking at the space, and on November 9, they will look at the Schematics and the costs estimates. These meetings are in preparation for the Joint Meeting on November 17th, at which time the School Building Committee will make their recommendation to the School Committee, and the School Committee will take their majority vote on submission of the Schematic Design to the MSBA.

He also noted that the packet distributed at the table for his report includes the materials that were distributed at the 3 Information Sessions held recently at Minuteman with town officials. He reported that he was pleased with these meetings, that there was a good turnout of town officials, superintendents, and school committee members from District towns. He felt there was good dialogue and a number of questions were generated, with enrollment being a key concern. He called attention to a summary sheet he put together regarding attendance at these meetings. He noted that now the focus is on reaching out to citizens through community meetings, and urged members to become engaged in the process by setting up these meetings in their towns. The member from Lincoln noted that she was not listed on the attendance sheet, and she had been at one of the meetings. She also raised some concerns Lincoln had about the project, and she was informed that these concerns were Executive Session items. Mr. Spalding's report can be found as Attachment C.

c. Reminder of Joint Meeting November 17, 2015 for Schematic Design Vote

Mr. Spalding urged attendance at the School Building Committee meetings, in preparation for the November 17 meeting. He also pointed out that if there is a need for an additional School Committee meeting, it would have to be sometime between November 9-17, with his preference for the 16th. The Vice-Chair noted that she and Kevin Mahoney met with Concord officials on October 1, and this was recorded through Cable TV for citizens.

6. PRINCIPAL'S REPORT

a. Approval of Overnight Field Trip

Mr. Dillon referenced material in the packet related to this trip request. In response to questions, he noted that approximately 8-12 students would be attending, that this trip will be paid for by the school, and that although it is in Marlboro, the students stay overnight because leadership training activities are underway until late evening. The following vote was then taken:

ACTION 2015 #79

Moved (Spalding) and seconded (DeLuca)

To approve the Overnight Field Trip for Skills USA Chapter Officers to attend the Fall State Leadership Conference in Marlboro November 22-24, 2015, as presented

Vote: Unanimous

b. MCAS Data Report

Bill Blake gave an update on the Spring 2015 MCAS Results in English Language Arts, Mathematics, Biology, and Chemistry. He highlighted that there was consistent first-time pass rates in all disciplines;

increases in Advanced + Proficient (A+P) scores in all disciplines; historic performance in ELA; and a 12% increase in ELA A+P, which was the highest of all CTE schools. He also noted that there was improvement in every category in Biology; strong SPED student performance in all categories in all test subjects; and strong performances by students who had once placed below grade level in Gr. 9 Reading and Math. He highlighted the professional development teachers have engaged in relative to MCAS and strategies in place for students who need to retest. He reviewed Class of 2017 entry points, improvements in ELA, Math, Biology, and Chemistry, along with MCAS annual comparisons and progress made in these areas. He also reviewed some specific Special Education student data. He noted the continuing areas of focus in ELA (including open response performance on all disciplines, and comprehension and analysis of several sources of nonfiction), and in Math (including multi-step math problems that require reasoning and that address real-world situations, utilizing standards of mathematical practice).

MGL Ch. 74 assessment criteria (grades, discipline report, an interview, recommendation, and attendance) were discussed, as was level placement after acceptance, given legalities of IEP disclosure. The Superintendent underscored that he is incredibly proud of the staff, and their collaborative efforts with students in mind.

A request was made for the PowerPoint presentation, as it was slightly different from what was in the packet, and it can be found as Attachment D.

7. ASSISTANT SUPERINTENDENT'S REPORT

a. Update on the Audit Report

Mr. Mahoney noted that the fieldwork on the Audit was done in July and August, and due to the Governmental Accounting Standards Board (GASB) 67 and 68, additional material related to Other Post-Employment Benefits (OPEB) was needed from the retirement systems, which delayed the report to the School Committee. He explained that Ms. Stevens-Burke is scheduled to give her report to the Finance Subcommittee on November 3, and to the full School Committee on November 17.

b. FY 15 Year End Closeout Report

Mr. Mahoney called attention to the 4-page FY 15 Budget Year-End Expenditure Closeout Report, included with the packet, and the FY 15 Budget to Actual Summary Sheet distributed at the table. He called attention to the \$893,000 balance noted on the Summary Sheet, explained the reason for it, and noted that as surplus it would go into the Excess and Deficiency (E&D) balance. He noted that this was reported to the Finance Subcommittee as well on September 29. In response to questions, he explained the process for reporting the E&D balance. This full report can be found as Attachment E.

c. 5-Year Projected Revenue Plan and Assessments

Mr. Mahoney referenced the 3-page document included in the packet, and explained that this material was distributed at the recent Information Sessions with town officials. He explained the assumptions and assessments to determine the projected per pupil cost, based on 524 in-district and 104 non-resident students (628), explained the projected annual debt service and capital fee calculation, noting the drivers as including staffing, health insurance, and utility costs, and also called attention to the projected tax impact to the median home by member town. He pointed out DESE's formula for calculating per pupil costs, and that options on the ESCO project are being reviewed. The costs without the 104 out-of-district students, the value of a diverse student body, the effort needed by the towns to increase enrollment, and the opportunity provided to students to attend Minuteman were discussed.

d. FY 17 Budget Process Calendar

Mr. Mahoney also called attention to the FY 17 Budget Process Calendar in place and leading to the Budget Hearing on January 19, 2016.

8. SUBCOMMITTEE REPORTS

a. Superintendent Negotiations and Evaluation Subcommittee

Mr. Horton reviewed the Superintendent's Goals and Educator Annual Plan for 2015-16. He commended the work of the Subcommittee, which now includes Jennifer Leone and Dave O'Connor, and extended appreciation to Maryanne Ham, the Supervisor of Evaluations for her involvement writing and reviewing the goals and benchmarks. He noted that the result is a clear tool, standardized with that of other administrators, and aligned with the Superintendent Evaluation Rubric in SMART Goal format. He pointed out that goals can cover a lot of ground, and this is a clear document that will be used as a focus for the Superintendent and a tool for the School Committee's evaluation of his performance. He also explained that the process will include a progress report delivered by the Superintendent and a formative evaluation by the School Committee in March, and the final progress report delivered by the Superintendent and the summative evaluation by the School Committee in May that will be provided to DESE. The following vote was then taken:

ACTION 2015 #80

Moved (DeLuca) and seconded (Spalding)

To approve the Superintendent Goals and Educator Annual Plan for 2015-16 as presented

Vote: 10 in favor, 1 abstention

The approved document can be found as Attachment F.

Mr. Horton reported that the Subcommittee will now focus on the results of the School Committee Self-Evaluation from 2014-15. He also noted that the Subcommittee agreed to meet off-site at a location closer to two of the members, when meetings only involve the Subcommittee members. The Subcommittee understands that the meetings must be posted and convened in a public space open and available to the general public.

b. Special Policy Task Force

Ms. DeLuca reviewed Policy DJ, noting that the adjustments relate to the increase in the amount, and the role of the Assistant Superintendent. The following vote was then taken:

ACTION 2015 #81

Moved (Leone) and seconded (Spalding)

To approve Policy DJ Purchasing for 2nd Reading

Vote: 10 in favor, 1 abstention

She reviewed Policy DJE, and noted the adjustments for similar reasons, as noted above. The following vote was then taken:

ACTION 2015 #82

Moved (Leone) and seconded (Spalding)

To approve Policy DJE Bidding Requirements for 2nd Reading

Vote: 10 in favor, 1 abstention

[At 8:35 PM, Dave Manjarrez left the meeting.

Ms. DeLuca reviewed Policy DDA, and noted that in this case, procedures are legally required. The following vote was then taken:

ACTION 2015 #83

Moved (Spalding) and seconded (Leone)

To approve Policy DDA Gifts, Grants, Donations, Scholarships for 1st Reading

Vote: Unanimous

She noted that this policy will come back for 2nd Reading at the next meeting.

c. General Advisory Board (GAB) Liaison Report

Ms. Nourse noted that she attended the 9.30.15 General Advisory Board Meeting, and she reported her sense that it was an impressive group of enthusiastic participants. She also noted that the faculty reports were professional and that it was a treat to be in attendance.

The Superintendent noted that on October 14, the Advisory Board will hold its Annual Appreciation Dinner, and Lt. Governor Karyn Polito will be in attendance, giving the keynote address.

9. SECRETARY'S REPORT

a. Approval of Past Minutes: 9.8.15 and 9.15.15

Mr. Horton presented the past minutes, and the following votes were taken:

ACTION 2015 #84

Moved (DeLuca) and seconded (Spalding)

To approve past minutes of 9.8.15, as presented

Vote: Unanimous

ACTION 2015 #85

Moved (Spalding) and seconded (Leone)

To approve past minutes of 9.15.15, as presented

Vote: Unanimous

10. CHAIR'S REPORT CONTINUED: APPOINTMENT OF CONFERENCE DELEGATE

Referring back to the Chair's Report, the Vice-Chair made a motion to appoint Sharon Antia, who is attending the MASC/MASS conference, as the delegate, and the following vote was taken:

ACTION 2015 #86

Moved (Flood) and (Spalding)

To appoint Sharon Antia as the delegate for the MASC/MASS Business Meeting on November 4, 2015 at 3:00 pm.

Vote: Unanimous

A suggestion was made to encourage the organizers to consider a different location for this conference in future.

11. SCHOOL BUILDING REPORT CONTINUED: DOVER LETTER

Mr. Spalding called attention to the letter from Dover, which was included as informational in the School Committee packet. He extended congratulations to the Dover Board of Selectmen for taking the position of supporting the building project, and expressed his appreciation for their recognizing the least expensive option and the best route, showing they value Minuteman.

12. POSSIBLE EXECUTIVE SESSION

At 8:45 PM, the Vice-Chair explained the need for an Executive Session, and described the reasons as noted below:

a. Re: Purchase, Exchange, Lease, or Value of Real Property

Pursuant to Purpose 6 (MGL Ch. 30A, S. 21 (a) (6)): To consider the purchase, exchange, lease, or value of real property, as an open meeting may have a detrimental effect on the negotiating position of the public body, and so the Chair declares.

b. Re: Approval of past Executive Session Minutes

Pursuant to MGL Ch.30A, S.22 (f) to review, amend, finalize, and approve minutes from the past Executive Session, held on 7.7.15, and to determine whether continued non-disclosure of such minutes is appropriate.

She asked that Ms. Rozan, Mr. Mahoney, and Mr. Dillon remain, and noted that the Committee would not be returning to Open Session. The following roll call vote was then taken:

ACTION 2015 #87

Moved (Spalding) and seconded (DeLuca)

To enter into Executive Session for the reasons described:

Norse	yes	Horton	yes
Gillespie	yes	Flood	yes
Weis	yes	DeLuca	yes
Antia	yes	Spalding	yes
Leone	yes	Taylor	yes

Vote: Unanimous

13. ADJOURNMENT

The meeting was adjourned from the Executive Session at 9:45 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

David Horton
Secretary

ATTACHMENTS TO THE MINUTES OF 10.13.15

- A. Staffing Report 2015-16
- B. Timeline related to Incurring Debt
- C. School Building Committee Report Materials
- D. Spring 2015 MCAS Results, Bill Blake's Power Point
- E. FY 15 Year-End Closeout Report
- F. Approved Superintendent's Goals and Educator Annual Plan 2015-16
- G. Approved Policies DJ, DJE