

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
NOVEMBER 14, 2017 6:30 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

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

Weighted Vote: Weighted Vote present at start of meeting: 100.00%

Others Present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, George Clement, Elizabeth Rozan, MaryAnn Williams, Tripp McElroy, Tracey Sierra, Jala Maracle, Connie Maynard, Jim Pazaris (Concord)

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. STUDENT REPORT

The Chair welcomed Jala Maracle as the new student representative, and the Committee members introduced themselves to her. With Ms. Sierra accompanying her with a slide show, she gave a brief report on the Fall sports activities, including the boys and the girls soccer teams, the golf team, and football team, and gave highlights about the Girls in Stem program and the Skills USA activities.

4. SCHOOL BUILDING COMMITTEE REPORT

a. Construction Report

Ford Spalding introduced Tripp McElroy, the onsite project manager from Gilbane. Mr. McElroy gave a slide presentation depicting the progress at the site over the last month. He explained progress on excavation and foundation preparation. He explained the construction strategy of working simultaneously at various sections and moving towards the middle, and noted that the plan is to have the steel delivery by the middle of December, and concrete completed by the end of the year. He confirmed that he is satisfied with the rate of progress, and that so far, they have been able to stay ahead of the weather. In response to a question about the impact of recent natural disasters in other parts of the country, Mr. McElroy noted that this should not present a delay in the project schedule. Mr. Spalding noted that when the steel arrives, two huge cranes will be on the site. He also pointed out that where possible, the goal is to reuse materials on the site, such as stone and soil.

b. Schedule and Budget Report

Mary Ann Williams reviewed the schedule, pointing out that the 90% documents were submitted, and MSBA feedback has been received. She noted that the scheduling is on track and the trades have been working on the site. She explained that the bidding process will begin next week, and that it will be an electronic process, which will make the process more streamlined. She explained there is an ebb and flow to the scheduling; they have been staying ahead of the weather, have been working Saturdays, and the project is on schedule. She pointed out that there is cooperation in the trades, and it is a good process, given the size of the building. She affirmed that she is pleased with the progress to date, and that issues are dealt with as they arise, as the process involves real time information. She also noted that everyone has a role and a responsibility, and there is guidance along the way. She pointed out that the team on the Minuteman project is a high performing team whose members work well together, communicate well, and challenge each other to make a better team. In response to questions, she noted that the team discusses every week the opportunities for student inclusion, observation, and learning. It was agreed that any citizen requests to visit the site be coordinated through Dr. Bouquillon and Mr. Spalding, and the School Committee will be invited for another tour when the steel is up.

c. Permitting Fee Relief Update

The Superintendent reported that the permitting fees have been discussed with the Administrators in the Town of Lincoln, and will be discussed at an upcoming Selectmen's meeting. He noted that some relief is probable. He also noted that the final permit will be forthcoming after the 100% documents are submitted. The Lincoln officials have been prepped, they are on board, and he anticipates that the permitting will be finalized by mid to end of December. Mr. Spalding added that the project is all on time and on budget.

5. CHAIR'S REPORT

a. School Committee Retreat Idea

Mr. Horton explained that a few people have suggested that the School Committee have a retreat to discuss items that would require more time than the School Committee meetings allow. To determine whether this makes sense, he would like to gather ideas and review with the Officers, then present to the full School Committee. He asked that people submit their suggestions to Ms. Rozan, outlining topic and purpose, within 2 weeks.

b. MASC Award

Mr. Horton called attention to materials included in the packet related to Mr. Spalding's recent receipt of the MASC's Division VIII All-State School Committee award for 2017. He commended Mr. Spalding for his contributions to the District through his years of service on the School Committee, and for his work getting the building project underway, and extended appreciation to Mr. Spalding for all he has done. Ms. Sheffler added that she is pleased to see Mr. Spalding's leadership continue, noting that it is wonderful and unusual. Mr. Stulin commended him for his efforts in getting such a great team together for the project, and for his work with the MSBA. Mr. Spalding noted that everyone deserves the credit for getting to yes on the project.

6. SUBCOMMITTEE REPORTS

a. Update on Marketing, Recruitment, and Retention

George Clement distributed an updated timeline on 8th Grade Enrollment and Retention (Attachment A). He reported that as a result of visits to 8th grades, 1,320 interest cards were collected. The top three towns from this

collection were Stow, Lancaster, and Acton/Boxborough. He commended Belmont for their courtesy and hospitality, and noted that the towns with the most disappointing response were Needham and Lexington. Dr. Bouquillon added that he has met with the Superintendent in Lexington to discuss. Mr. Clement noted that research shows that if students attend three Minuteman events, the chance of attending is increased, but parental support of the decision is a major factor in the final decision. Perceptions of student culture, including such things as bullying and drug exposure, and changing the mindset of a community were raised. The efforts to promote Minuteman's activities and events on social media were commended; a recent event addressing relational safety issues with the Middlesex District Attorney and the handling of a recent vandalism issue were noted as examples of how Minuteman addresses issues directly. It was pointed out that as the positives are depicted, the waves of success will lead to the growth of a waiting list. It was suggested that a document be created to address the perceptions.

b. Enrollment Task Force Report

Chair of the Enrollment Task Force, Pam Nourse, addressed items that emerged from the discussion last time. She noted that she has three requests for the School Committee members:

1. She noted that there had been a request for talking points. In response, she called attention to two well-worded brochures included in the packet, and urged members to read them.
2. With regard to the discussion about needing to reach parents, she asked that everyone identify someone involved with the middle school parent group in their town and to make a connection with them to arrange for Minuteman to come and speak to the group. She clarified that School Committee members are not being asked to speak to the group, but to get a contact so that Minuteman staff can do so. The Superintendent clarified that the goal is to open the doors to the parent groups in the towns.
3. Similarly, Ms. Nourse asked that members reach out to the School Committee in their towns to arrange a connection that will get a Minuteman update given by Superintendent Bouquillon on their meeting agenda.

She suggested people can report back at the 12.12.17 School Committee meeting with their results. School Committee members asked for two things: a reminder email on the above three strategies, and the official October 1 enrollment numbers by town.

In consideration of the guest's schedule, the Chair took the next item out of order.

7. PRINCIPAL'S REPORT

a. Presentation Minuteman Parent Association (MPA)

Principal Jack Dillon introduced MPA President Sue Mullaney (Needham parent). Ms. Mullaney explained the efforts of the group to get reorganized on May 4, 2017 with a committed slate of officers and specific board activities. She reviewed the finances of the organization, and gave some specifics about membership, based on a recent parent survey. She highlighted the fundraising activities that have occurred and those planned through the year. She reported on the planned speaker series, and noted that the first speaker, Andrew Flagel, is scheduled for Thursday November 16, 2017 at 6:30 pm at Minuteman, in collaboration with the Tremont School, and that he will discuss the college admissions process. She extended thanks to Jack Dillon and his staff who have been helpful. The member from Needham suggested they be in touch to discuss any suggestions for reaching out to the parents of Needham. Mr. Spalding noted that the town officials in Needham have been very supportive, and added that if they would like parents to learn more about the building project or the academy model, he and Dr. Bouquillon would be available. Mr. Dillon publicly thanked Ms. Mullaney for her energy and dedication to revitalize the organization. School

Committee member involvement with the MPA, access to the parent directory, and Minuteman as the answer to problems for some students were additional points raised. Details of her report can be found as Attachment B.)

6. SUBCOMMITTEE REPORTS (Continued)

c. General Advisory Board Liaison Report

Ms. Sheffler reported that she attended the annual dinner on 10.25.17, which was a success. She became more aware of the advantages of having a General Advisory Board of professionals. She pointed out that she enjoyed Senator Friedman's remarks, which made it clear that she is an enthusiastic supporter of labor and workforce development. She commended the Culinary Arts students for their work on the dinner. She also noted that she learned about the Minuteman Futures Foundation, easily made an online contribution, and encouraged others to do so as well.

d. Policy Task Force

Ms. DeLuca extended thanks to Steve Sharek for his efforts in updating the 7 policies related to Title IX, and to Ms. Rozan for her work in getting the material together for the School Committee. She noted that Mr. Gammill had submitted some formatting comments, and that these should be incorporated as edits. She pointed out that some of these policies were cross-referenced. The specific procedures outlined in the sexual harassment policy were raised, and Dr. Bouquillon noted that the policy evolved to align with state law. Ms. DeLuca pointed out that it is great that Minuteman is reviewing these policies and that if they require further discussion, the final approval could be postponed. The following vote was then taken:

ACTION 2017 #74

Moved (DeLuca) and seconded (Leone)

To approve 7 amended policies related to Title IX (AC, ACA, ACAA, JB, JBA, JBB, GBAA) for 1st Reading, as presented, and as amended

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

Ms. DeLuca asked that members review and submit any additional amendments to Ms. Rozan. A request was made for clean copies that would be easier to read.

7. PRINCIPAL'S REPORT (Continued)

b. Approval of Overnight Field Trip: Skills USA Fall State Leadership Conference

Mr. Dillon explained the details of this trip, and clarified scholarship availability. The following vote was then taken:

ACTION 2017 #75

Moved (DeLuca) and seconded (Leone)

To approve the Overnight Field Trip for the Skills USA Fall State Leadership Conference, November 19-21, 2017 in Marlboro, MA, as presented

VOTE: 9 members in room at time of vote [not Needham]

Weighted Vote present: 91.28%

Weight needed: > 45.64%

Names of towns opposing or abstaining: none
Final percentage results of vote: 91.28%
Final status of the vote: **Unanimous**

c. Approval of Overnight Field Trip: Annual FFA Winter Leadership Camp

Mr. Dillon explained the details of this trip, and the following vote was then taken:

ACTION 2017 #76

Moved (DeLuca) and seconded (O'Connor)

To approve the Overnight Field Trip for the Annual FFA Leadership Camp in Oxford, MA on January 12 and 13, 2018, as presented

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

d. Approval of Out of State Overnight Field Trip: Community and Service Learning Group to New Orleans, LA

Mr. Dillon explained details of this trip. The Chair noted that this is a terrific opportunity for students, and the following vote was taken.

ACTION 2017 #77

Moved (Leone) and seconded (Spalding)

To approve the Out of State Overnight Field Trip of the Community and Service Learning Group to New Orleans, LA April 8-14, 2018, as presented

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

8. SUPERINTENDENT'S REPORT

a. Updates on Superintendent Leadership Goals

#1 Student Improvement: Academy Model Development

The Superintendent reported that he recently sent 15 staff members to a Project Based Learning Workshop at Regis College, and that these people will be working on the integrative project related to outlined pathways.

#2 Professional Practice: Legislative Engagement

The Superintendent reported that he anticipates that the enabling legislation he has informed them about will be available soon.

9. ASSISTANT SUPERINTENDENT’S REPORT

a. Acceptance of Donation: 2006 Toyota Highlander and b. Acceptance of Donation: Sports Equipment (25 Tennis Rackets)

Mr. Mahoney referenced the materials included in the packet related to the donations, and it was suggested that items 9a and 9b be taken as one vote. The following vote was then taken:

ACTION 2017 #78

Moved (DeLuca) and seconded (Flood)

To accept the donation of a 2006 Toyota Highlander, as presented, and to accept the donation of sports equipment (25 tennis rackets), as presented

VOTE: 9 members in room at time of vote [not Bolton]

Weighted Vote present: 93.53%

Weight needed: > 46.76%

Names of towns opposing or abstaining: none

Final percentage results of vote: 93.53%

Final status of the vote: **Unanimous**

c. Q1 Financial Report FY 18

Mr. Mahoney referenced the Q1 Financial Report for FY 18, as of September 30, 2017. He highlighted areas related to staffing, transportation and debt service. He noted that some funds are being held for possible future budget transfer, and that towns have already been assessed for FY 18.

d. Feasibility Study – Bond Anticipation Notes Renewal

Mr. Mahoney explained details regarding renewal of Bond Anticipation Notes due on November 17, 2017, noting that no vote was needed. He referenced details in the packet outlining bid results, and pointed out the payment schedule, the note term, the bids received, and the cost of borrowing. He noted that the bid was awarded to Unibank for Savings based on the order in which the bids were received.

10. SECRETARY’S REPORT

a. Approval of Draft Minutes

Ms. Nourse presented the draft minutes, and reviewed three minor amendments. The following vote was then taken:

ACTION 2017 #79

Moved (Stulin) and seconded (Leone)

To approve the draft minutes of 10.17.17, as presented and amended

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100%

Final status of the vote: **Unanimous**

11. POSSIBLE EXECUTIVE SESSION

The Chair explained that there was a need for an Executive Session. He noted that Dr. Bouquillon, Mr. Mahoney, Mr. Dillon and Ms. Rozan would remain for item a; Ms. Rozan would remain for items a, b, and c, and the Committee would not return to Executive Session. The following vote was then taken at 8:30 PM:

ACTION 2017 #80

Moved (Nourse) and seconded (DeLuca)

To enter into Executive Session for the following purposes:

a.) 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,

AND

b.) Pursuant to MGL Ch. 30A, S. 22 (f) to review, amend, finalize and approve minutes from Executive Session of the Committee held on 10.17.17 and to determine whether continued non-disclosure of such minutes is appropriate,

AND

c.) Pursuant to MGL Ch. 30A S 21 (a) (2) to conduct strategy session in preparation for negotiation (including contract negotiations), with certain nonunion personnel, namely Dr. Edward Bouquillon, the District Superintendent.

VOTE: 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50.00%

Names of towns opposing or abstaining: none

Final percentage results of vote: 100% by roll call

O'Connor (Bolton) Yes

Stulin (Needham) Yes

Spalding (Dover) Yes

Gammill (Belmont) Yes

DeLuca (Stow) Yes

Leone (Lancaster) Yes

Horton (Lexington) Yes

Flood (Concord) Yes

Nourse (Acton) Yes

Sheffler (Arlington) Yes

Final status of the vote: **Unanimous**

12. ADJOURNMENT

The meeting was adjourned at the end of the Executive Session at 9:25 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

Pam Nourse
Secretary

Attachments to the Minutes of 11.14.17

- A. 8th Grade Enrollment and Retention Timeline
- B. MPA Report