

OPEN SESSION MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
DECEMBER 12, 2017 6:30 PM
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

Present:

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

Absent: Jennifer Leone (Lancaster)

Weighted Vote: Weighted Vote present at start of meeting: 90.07 %

Others Present: Ed Bouquillon, Kevin Mahoney, Jack Dillon, George Clement, Elizabeth Rozan, Tracey Sierra, Jala Maracle, Connie Maynard, presenters

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

Student Representative Jala Maracle reported on the Powder Puff game, activities in Robotics and Engineering, Skills USA, the Electrical Shop and Horticulture. She offered her opinion that these activities demonstrate Minuteman spirit and the many opportunities and resources offered to students. She then introduced two students from Horticulture and Math, Nick DuLong and Jeff Connell, who described their project with the building project team related to building a 112 foot colonial rock wall. They described their process of building, framing, researching estimates, calculating, as well as their recommendations.

4. CHAIR'S REPORT

The Chair reported on the retreat ideas that came in, and how after discussions with the Superintendent, the idea has led to the idea of developing a strategic plan. He explained that the strategic plan would serve as a blue print for how the School Committee will ensure its effectiveness now and in the future, to have the greatest impact on the education that students experience, and to position the induction, selection, and identification of the leadership needed to secure Minuteman's future. He explained that engaging the entire educational community in a self-study is part of the New England Association of Schools and Colleges (NEASC) upcoming decennial evaluation process. To align with this, the School Committee can participate by developing a strategic plan that results in goals and actions to address the expressed concerns. He explained that as it is envisioned, Vice-Chair Sue Sheffler will chair this committee, and 3-4 others who are

interested and who can meet, ideally, during the day (himself included) will meet with the Vice-Chair to develop the strategic plan over the course of this year. He also referenced sections B (School Board Governance and Operations) and C (General School Administration) of the School Committee's Policy Manual as possible documents to inform the process. His full report can be found as Attachment A.

Comments and discussion included that there be dialogue with town selectmen to ensure that future School Committee members are chosen for their skills and attitudes that would be helpful for students of the future, not for political objectives; that there be continuity in the group with adequate and systematic knowledge transfer; that the group now consists of people who want to serve, and that this attention and momentum be preserved; and that the School Committee take the initiative and meet with appropriate authorities in their towns regarding the qualifications of future members.

No vote was taken, but the consensus was that this was the right approach for proceeding, and that the full Committee will have opportunities to express what should be in this plan. The Superintendent added that the strategic plan will be well-vetted, and it will be brought forth for full discussion as a living, evolving document that will provide increased credibility and authority to the School Committee.

5. SUPERINTENDENT'S REPORT

a. Presentation: Educational Technology (1-1 Devices; Digital Learning Curators)

Educational Technology Director Annamaria Schrimpf introduced a group of Digital Learning Curators who provided snapshots of how technology is being used at Minuteman. She noted that these educators take risks and are moving towards integrating the pathways. Alison Barry gave a snapshot of how she uses the class Notebook on OneNote with her DVC students. Justin deHann demonstrated how he uses Desmos to encourage communication and involvement with his Math students. Nina Griffin shared 2 projects using Quizlet for her Biology students. Eric Marshall described how he uses the You Tube channel to provide basic resources so that he can use the limited time with students to best advantage. Alissa Landau described how she uses the EPortfolio in OneNote as a growing resource for freshmen, and how she teaches digital citizenship to address the realities of the virtual world. Maria Mastrocola discussed the many library resources available to students, and how she uses NoodleTools.

The ensuing discussion related to ensuring digital access and service to give competitive advantage to all students, given digital literacy as a workplace standard; possibly reviewing options for providing a unified platform at some point in the future, and discussing the benefits of ensuring that all students receive a 1-1 device to level the playing field. Mr. Spalding commended Alison Barry on the work she is doing as Social Media Coordinator. Details of the presentation can be found as Attachment B.

b. Updates on Superintendent Leadership Goals

#3 District Improvement: Increasing Membership

The Superintendent began his report on his Goal #3 with an update from George Clement.

a. Marketing, Recruitment, Retention

George Clement described three major marketing events that occurred since the last meeting: the Nov. 16 Showcase Day, the Dec. 3 Career Day, and the Dec. 8 Shadow Day/Minuteman for a Day. He described statistics on attendance at these events and passed around a holiday greeting card that will be sent as a way to stay connected to potential students. He also noted that there is no activity planned for the holiday break, but that there are programs scheduled for February and April. Mr. Dillon added that there recently was interest expressed by some 7th graders who attended an event with parents. He mentioned that 5th, 6th, and 7th graders are a potential for recruitment efforts because they start to think about high schools their admired upperclassmen attend.

b. Enrollment Update (Oct 1, 2017 data)

Mr. Clement also reviewed the enrollment numbers in the October 1, 2017 data, shown as Attachment C. The Superintendent commended Mr. Clement for the great job he is doing, as things are moving in a positive direction. Enrollment of students from Wayland was noted, as was the special visit arranged for students from this town who were unable to attend the scheduled visits.

c. Outreach Efforts

The Superintendent reported that outreach efforts also included invitations for him to speak at various school committee meetings in member towns. He also noted that he has signed up to get on 9 of the 10 parent group Facebook and list serves, and noted there is a lot of support for Minuteman.

d. Update on Increasing District Membership

The Superintendent reported that he recently met with members of the Cambridge School Committee who are working to improve access to Minuteman for the Cambridge students. Additionally, the new Dover-Sherborn superintendent visited the school and was impressed,.

c. New England Association of Schools and Colleges (NEASC) Decennial Accreditation Visit SP 2019

The Superintendent reported that the Decennial Accreditation visit is scheduled for the Spring of 2019, and involves a year long self-study that will involve the entire school. He explained that the Steering Committee is being co-chaired by Bill Blake, and the initial meeting was scheduled earlier in the day. He noted that the visit is planned for a month before the new building is turned over. He is surveying staff to assess the work volume in preparation for the move to the new building, and may request a delay in the visit.

6. PRINCIPAL’S REPORT

a. Approval of Out-of-State Field Trip: Dual Enrollment US History class to New York City, May 18, 2018

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

ACTION 2017 #81

Moved (DeLuca) and seconded (Flood)

To approve the Dual Enrollment US History class out of state field trip to New York City, on May 18, 2018, as presented

VOTE: 9 members in room at time of vote

Weighted Vote present: 90.07%

Weight needed: > 45.03%

Names of towns opposing or abstaining: none

Final percentage results of vote: 90.07%

Final status of the vote: **Unanimous**

7. SCHOOL BUILDING COMMITTEE REPORT

a. Permitting Update

The Superintendent reported that he has been in discussion with the Town Administrators and submitted a proposal for a 25% reduction in fees, a consideration of the road that cost \$125K, and consideration of the \$325K already spent in fees. The application was submitted on 12.7.17 by Gilbane and assurance has been received that it will be reviewed regardless of the still-unresolved fee issue. He emphasized that he is expecting a decent reduction and no hold-up on the process.

Mr. Spalding reported that the project continues to be on time and on budget, and the steel will be arriving on the 18th of December. Ms. DeLuca added that there is a lot of excitement about this building.

8. ASSISTANT SUPERINTENDENT'S REPORT

a. FY 19 Budget Process Update

Mr. Mahoney called attention to the material at the table, as shown in Attachment D, describing the FY 19 Estimated Revenue Plan (v. 2.0 Preliminary December, 2017), the FY 19 Assessment Calculation, the FY 19 Capital Allocation, and the Debt Service. He stressed that this is preliminary, and will evolve as the budget process continues. He also summarized the recent Executive Team (ETeam) presentation to the Finance Subcommittee, in which Mr. Clement had summarized Admissions activity, Michelle Roche had summarized objectives and equipment requests for the Career and Technical Education area, Amy Perreault reviewed Special Education and related services, including Guidance and Nursing, Annamaria Schrimpf reviewed Education Technology goals for advancing the use of technology to enhance digital learning, and Jack Dillon gave an overview on security, staff development, student activities, athletics and clubs. Mr. Mahoney noted that the FY 19 budget will be the last one in this building, and that he will be planning for FY 20 and 21. He described that the target is 3.5-4% over the FY 18 budget, and that he will be looking at project needs, staffing, stabilization fund options, use of facilities, SPED increment fee, and capital fee methodology as the budget develops.

As Chair of the Finance Subcommittee, Ms. Flood encouraged the invitation of the entire School Committee to the ETeam presentation, as it provides many reasons to be proud of Minuteman. In response to her request, Mr. Mahoney gave a summary of his thinking on how the capital fee will be assessed and applied, similar to Ch. 70 funds, and he explained that he has received support for this by DESE and has explained it to Town Managers so that they understand the operating budget. The member from Belmont expressed his opinion that with his overall philosophy of servicing the debt, smoothing the financial impact, and not having significant variation in per student costs, this approach makes sense.

9. SUBCOMMITTEE REPORTS: POLICY TASK FORCE

a. Update on 7 Title IX Policies

Ms. DeLuca reminded the Committee that these policies were approved for 1st reading on 11.14.17, and that she had asked for additional comments. A number of comments came in, and for further clarification, it was determined that a legal review was in order. The Superintendent confirmed that he has submitted them to counsel for review.

b. Policy JLCD Administering Medicines to Students

Ms. DeLuca reported that this policy is coming before the Committee for further updates. The Superintendent explained that it has been reviewed by the Director of Special Education and the nurse, and it may require further review. Concern was raised about specific language in the Exceptions section. It was pointed out that standing orders and written permission are required before the school stocks any medications. It was suggested that the revisions be approved for 1st reading and that a legal review be made. The following vote was then taken:

ACTION 2017 #82

Moved (Spalding) and seconded (Flood)

To approve proposed revisions to JLCD for 1st reading, as presented, and to have counsel review the section on Exceptions

VOTE: 9 members in room at time of vote

Weighted Vote present: 90.07%

Weight needed: > 45.03%
Names of towns opposing or abstaining: none
Final percentage results of vote: 90.07 %
Final status of the vote: **Unanimous**

10. SECRETARY'S REPORT

a. Approval of Draft Minutes of 11.14.17

The Secretary reported that she had received no amendments on the draft minutes of 11.14.17, and the following vote was taken:

ACTION 2017 #83

Moved (DeLuca) and seconded (Sheffler)
To approve the draft minutes of 11.14.17, as presented

VOTE: 9 members in room at time of vote
Weighted Vote present: 90.07%
Weight needed: > 45.03 %
Names of towns opposing or abstaining: none
Final percentage results of vote: 90.07%
Final status of the vote: **Unanimous**

11. POSSIBLE EXECUTIVE SESSION

The Chair announced that there was a need for an Executive Session, that there would not be a need to return to Open Session, and that Dr. Bouquillon, Mr. Mahoney, Mr. Dillon, and Ms. Rozan would remain. Ms. DeLuca read the purposes, and the following vote was taken by roll call at approximately 8:30 PM:

ACTION 2017 #84

Moved (DeLuca) and seconded (Spalding)
To enter Executive Session for the following purposes:

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

Pursuant to MGL Ch. 30A, S. 22 (f) to review, amend, finalize and approve minutes from Executive Session of the Committee held on 11.14.17 and to determine whether continued non-disclosure of such minutes is appropriate.

VOTE: 9 members in room at time of vote
Weighted Vote present: 90.07%
Weight needed: > 45.03%
Names of towns opposing or abstaining: none
Final percentage results of vote: 90.07% by roll call

Spalding (Dover) Yes
DeLuca (Stow) Yes
Flood (Concord) Yes
Horton (Lexington) Yes

Sheffler (Arlington) Yes
Stulin (Needham) Yes
Gammill (Belmont) Yes
O'Connor (Bolton) Yes

Nourse (Acton) Yes
Final status of the vote: **Unanimous**

12. ADJOURNMENT

The meeting was adjourned from the Executive Session at 8:52 PM.

Respectfully submitted,

Elizabeth Rozan
District Assistant

Pam Nourse
Secretary

Attachments to the Minutes of 12.12.17

- A. Chair's Comments
- B. Educational Technology Presentation Materials
- C. October 1, 2017 Enrollment Data
- D. FY 19 Budget Process Update