

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REGULAR SCHOOL COMMITTEE MEETING  
MAY 15, 2018 6:30 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

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

**Weighted Vote:** Weighted Vote present at start of meeting: 100%

**Others Present:** Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Margie Daniels, Zack Olden and his parents, Sharon Vadatira, Sonia Bouvier, Mary Ann Ham, Connie Maynard, Judy Bass

**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**

There was no Student Report.

**4. CHAIR'S REPORT, *Dave Horton***

**a. For the Good of the Organization**

Ms. Sheffler extended thanks to Principal Dillon for the great job done in welcoming Arlington's sister city participants from Japan to Minuteman. The day was a roaring success.

Ms. DeLuca reported that she recently attended an event related to the New Skills for Youth initiative, which provides innovative career pathways to graduates. She noted that she shared the perspectives gained with Dr. Bouquillon and Mr. Mahoney.

Mr. O'Connor reported that this year's prom was done differently, and as a parent of a graduating senior, he expressed that it was well-done. The "Red Carpet" event made everyone feel a part of the special occasion. As a parent, he appreciated the efforts to make it a safe event; and as a School Committee member, he was proud to see members of the Executive Staff create an upbeat, positive event for the students.

**b. Proposed 2018-19 Meeting Dates for School Committee and Finance Subcommittee**

Mr. Horton referenced the list of meeting dates included in the packet. Hearing no objections, and with assurance that the dates posed no conflicts, the following vote was taken:

**ACTION 2018 #32**

Moved (Spalding) and seconded (Leone)  
To approve the proposed 2018-19 Meeting Dates, 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**

**5. SUPERINTENDENT’S REPORT, *Ed Bouquillon***

**a. 2018 Middlesex Partnership for Youth Poster Project, *Margie Daniels***

Honorable Mention: *Zack Olden Equality for All*

The Superintendent introduced Margie Daniels, who expressed her appreciation for the strong support given to the Middlesex Partnership for Youth organization by both the Superintendent and the Principal. She gave a brief history of the organization, as well as the annual poster contest. She noted this year’s theme was “*Be the Change*”, and that they look for certain visual qualities that enhance hanging the poster on a wall. She noted that the caliber of the submissions was high, and she expressed her pleasure in being able to present Zack Olden with the Honorable Mention Award. Congratulations were extended. The Superintendent commended Zack’s DVC instructor Maria Galante. The Superintendent also noted that he had occasion to consult with the DVC students recently for a cover of a book for one of his colleagues; the cover they recommended was selected for the final product.

(The next items were taken out of sequence.)

**b. School Choice**

The Superintendent explained that this item comes up every year for a vote. He noted that while the option of School Choice has been around since 1993, the money a district receives has not changed. The School Committee historically has voted not to participate. In response to a question, he noted that Nashoba Tech and Whittier Tech do participate. The following vote was then taken:

**ACTION 2018 #33**

Moved (DeLuca) and seconded (Leone)  
Not to participate in the School Choice Program for 2018-19, and to inform DESE of this decision by the June 1 deadline

**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**

### **c. Massachusetts Girls in Trades**

Maryanne Ham described that with the support of Dr. Bouquillon, there are now 3 administrators on the Steering Committee for the MA Girls in Trades initiative (Steve Sharek, Michelle Roche and herself as chair). She gave a brief history, noting that it was formed in 2015 to address the under-representation of women entering the construction trades. An initial discussion was held at Minuteman with Encore Boston Harbor to identify partnership opportunities; it was determined that Minuteman could assist Encore with their hiring goal for women, and Minuteman could network with the Boston Building Trades. Leaders from community organizations, trades unions and apprenticeship programs, pre-apprentice programs, governmental agencies, the Department of Elementary and Secondary Education, and Skills USA were invited to Minuteman.

She noted that as a result of efforts focused on helping high school girls enroll in union construction trades programs in CTE schools, there are currently 13 Steering Committee members and 26 Advisory Group Members. This year, an event for all seniors in CTE schools was held to meet with representatives of the 21 union trades. She noted that one of the barriers to accessing the union construction trades has been a lack of understanding about the career pathway to the unions. Participating schools are developing new and stronger relations with the union construction trades because of this program.

She explained that this year, they saw the significant difference made for Minuteman students during senior presentation week. There was an increased emphasis on union career pathways. Additionally, a state wide plan is underway to track numbers.

She pointed out that the major event is an Annual Conference and Career Fair. There were 300 students from 18 schools and 45 educators in attendance in 2016. The conference has been expanded to two events, one in Western MA and one in Eastern MA. The numbers have more than doubled, reaching more than 45 schools now, with 37 of those schools attending the Eastern MA event.

She noted that also brought to the CTE schools in MA was the Equity in the Trades Student Leadership Program. This program, with 21 schools participating, is led by Michelle Roche. All 21 schools have non-traditional student clubs at their schools following the Equity in the Trades guidelines. The student leaders of these clubs attend two workshops a year to develop leadership skills. Students promote non-traditional careers and provide mentoring opportunities. They staff booths presenting non-traditional projects at the Eastern MA Conference, as well. This year, two students led the opening and closing plenary sessions. She added that Lt. Governor Karen Polito has spoken at two of the events. The Chief of Staff for Secretary of Labor and Workforce Development Rosalin Acosta also spoke, and next year, Maura Healey wants to participate. Ms. Ham emphasized that this is a great way to build leadership and confidence for young women interested in the trades.

The Superintendent added that this would not exist without the efforts of Maryanne Ham and Michelle Roche. Mr. Spalding added that young people are needed in the trades, and he referenced some familiar names on the lists included in the packet. Mr. Gammill added that this is great, and could be highlighted as part of George Clement's admissions efforts.

### **d. Update on NEASC Decennial Visit**

The Superintendent reported that he received a favorably reply to his request that NEASC postpone the Decennial Visit from Spring 2019 to Spring 2021.

### **e. Recent Awards and Recognitions**

The Superintendent called attention to the plaque related to the Markam Award, which will be awarded to Adam Powell of Arlington at the graduation. He also noted that thanks to the efforts of Steve Sharek, Michelle

Roche, and Maryanne Ham, Minuteman received \$499,995 in capital skills grant funds. This is the 3<sup>rd</sup> time Minuteman has received this grant, and it will be used for welding and robotics equipment.

**f. Update on Enabling Legislation**

The Superintendent gave an update on the Enabling Legislation, noting that it was originally attached to the budget, and now it has been removed from that, has been given its own Bill # H4473, and has been assigned to the Municipal and Regional Governance Committee, with the anticipation that it will be reviewed by the end of June. It has had extensive review under Jay Kaufman’s guidance, and some tweaks in the language were made. The Superintendent noted that he has forwarded a copy to Jack McCarthy at MSBA as well. He also noted that he has been preparing testimony, in case that is needed when it comes up for consideration.

**g. Update on Support Staff Restructuring**

The Superintendent reported that he has posted a part-time position for the School Committee and subcommittee work, and restructured another position as full time, with some reassigned duties. There has been a good pool of applicants (7-8 for the part time position and 14 for the full time position). He anticipates he will interview 3-4 candidates, and expects Dave Horton and another School Committee member to sit in on these interviews.

**h. UMass Donahue Institute, Sharon Vadatira and Sonia Bouvier**

The Superintendent introduced Sharon Vadatira and Sonia Bouvier of the UMass Donahue Institute. Ms. Vadatira explained the history and function of the UMass Donahue Institute, and referenced materials that were at the table. She described the general phasing of RFIs and RFPs, the role of a possible Ad Hoc Committee/Steering Committee, and reviewed the sampling of values and outcomes that would be developed to set parameters for the project. Mr. Stulin expressed concern about how the RFI would encourage broad, out of the box ideas in the submissions, and requested clarification about the timeline. Ms. Vadatira reframed his concerns as a possible “value”. The Superintendent discussed timeframe, and emphasized that any repurposing is contingent upon the legislation passing. He also noted that there are some restrictions to the property due to the wetlands and the KBA design, but that Athletic Fields have already been approved by the Lexington Conservation Commission and the Lexington Planning Board. He stressed that the MSBA project needs to be completed, then the District’s addendum with the Athletic Fields can be addressed. Beyond that nothing else is prescribed. The flexibility and adaptability needed over a 50 year period, the collaborative process of developing the values, the ability to use different ratings for different criteria, decision making, and possible zoning issues were some of the points raised in the discussion. The Superintendent suggested this be added to the next Officers Meeting agenda for a discussion. Mr. Stulin expressed his appreciation for the long-term planning that has been underway to get to this point, and commended Dr. Bouquillon for his efforts. (Materials can be found as Attachment A.)

**6. SCHOOL BUILDING COMMITTEE REPORT, Ford Spalding**

**a. Update on the Project**

Mr. Spalding gave an update on the project, noting that there has been a lot of progress, and he has been impressed with the complexity and creativity that goes into the skeleton of the building. He invited members to contact him if they wish to walk through before the walls are up. He commended the team, and noted that May 7-11 is traditionally the industry’s safety week. In addition to safety trainings, the crew was treated to a “white tablecloth” lunch hosted by Gilbane, and prepared/served by the Culinary Students. He then showed a few pictures as visual illustration of the progress and the lunch.

**7. PRINCIPAL’S REPORT, *Jack Dillon***

**a. Approval of 2018-19 School Calendar**

Mr. Dillon pointed out that this calendar does not include the MCAS dates or the November Showcase Day, which still remain to be scheduled. The following vote was then taken:

**ACTION 2018 #34**

Moved (DeLuca) and seconded (Flood)  
To approve the 2018-19 School Calendar, 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**

**b. Approval of Overnight Field Trip and Funds: Skills USA National Leadership and Skills Conference**

Mr. Dillon reviewed the details of this trip distributed at the table (Attachement B) and the following vote was taken:

**ACTION 2018 #35**

Moved (Leone) and seconded (O’Connor)  
To approve the Overnight Field Trip to the Skills National Leadership and Skills Conference in Louisville, KY June 25-30, 2018, 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**

**c. Update on Student Handbook Amendments**

Mr. Dillon gave an update on the Student Handbook amendments, noting that this year, they are looking at attendance. He explained that it is not the School Committee’s Student Attendance Policy (Policy JE) that is changing, but rather the procedures that work to implement the policy. The revisions need to be reviewed by School Council, and he hopes to have this item on the agenda for the June meeting as the School Committee’s review and approval has been the past practice.

**d. Update on School Improvement Plan**

Mr. Dillon explained, as informational, that the current School Improvement Plan covers the period January 2017-June, 2018. He noted that the plan is still in place, and he would like to extend this plan until June, 2020, when the integration of CTE and Academics is fully implemented in the new building. He also noted that the CPR auditors supported this strategy.

## **8. ASSISTANT SUPERINTENDENT'S REPORT, *Kevin Mahoney***

### **a. 3<sup>rd</sup> Quarter Financial Statements**

Mr. Mahoney referenced the documents in the packet related to the 3<sup>rd</sup> Q. Financial Statements, specifically the FY 18 Expenditure Report by Summary and by Function Code, the Revolving Funds, and Schedule of Cash Balances and Interest Income by Bank Account, as of March 31, 2018, as well as the Cash Summary Reconciliation for the period ending February 2018. He highlighted some key points and noted that these documents were reviewed by the Finance Subcommittee at their last meeting. With regard to the Cash Summary Reconciliation, he pointed out that including this was recommended in the recent Audit Report. He also noted that the Auditors will begin their field work for the next audit at the end of May.

### **b. 10 Mill St. Repairs/Upgrades**

Mr. Mahoney explained the detail included in the packet, pointing out that 10 Mill St. was now a 30 year old building in need of maintenance. Similar attention had been paid to 22 Mill St. a few years ago. He noted that the Finance Subcommittee reviewed this proposal. Ms. Flood, as Chair of the Finance Subcommittee, added that they had seen an earlier, simpler version, and they made a request for more formal estimates. They decided to recommend a cap at \$60K, and are pleased that Kevin is the point person to oversee that the work will be done right. Kevin confirmed that he expects this property will remain as a house, so the maintenance work is appropriate, and that nothing done there will impact the building project. He noted also that the work will be done by the students where feasible, and he expects it will begin in the Fall, hopefully with minimal impact on the occupant. The following vote was then taken:

#### **ACTION 2018 #36**

Moved (Gammill) and seconded (Leone)

To approve building repairs/upgrades at 10 Mill St., as presented, up to \$60K from Facilities Rental Fund 1300000-403

**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**

### **c. Certified E&D as of July 1, 2017**

Mr. Mahoney explained that he had shared this information with the Committee at the last meeting, and that the FY 19 Budget was approved without the E& D Certification. The proposed vote would be to formally commit the funds to reduce assessments. The following vote was then taken:

#### **ACTION 2018 #37**

Moved (Flood) and seconded (Sheffler)

To authorize \$540K from the certified E&D to reduce member town assessments for the FY 19 budget

**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**

**d. Update on Proposal for Melanson Heath Continuation Contract**

As a follow up to the last meeting, and as informational, Mr. Mahoney reported that he received a proposal from Melanson Heath for a 3 year continuation contract for Audit Services, and that he was comfortable with it. He pointed out that the Retirement System Audit will be paid by the Retirement Board, and that the Student Activities Audit in needed only once every 3 years; Melanson Heath will do the Student Activities Audit for FY 18 Audit at \$3500, and in subsequent years, MASBO consultants will do it for \$1900.

**e. Update on Town Meetings and FY 19 Budget Approval**

Mr. Mahoney reported that 9 of the 10 towns have considered the FY 19 budget and all have passed it. The necessary requirement is 7 of the 10 towns. The FY 19 budget is therefore approved.

**f. Update Finance Subcommittee’s Discussion on Long Term Strategy re OPEB**

Mr. Mahoney reported that the Audit Report provided a context for the Finance Subcommittee to begin discussion about developing possible long-term strategy for approaching the liabilities associated with Other Post Employment Benefits (OPEB). Finding the right level of funding through such possibilities as deciding on an amount/employee, funding the current year liability, developing a trust to generate interest, or creating equal assessment formula were some ideas discussed. He noted that this is an ongoing, future discussion. Ms. Flood added that it is not unusual to low-ball the figure, and many towns are struggling with finding a long term solution. Mr. Stulin noted he was disinclined to be more aggressive, and wondered about comparisons with other towns. Mr. Gammill expressed his opinion that community wealth is a factor, as it seems that towns close to their levy limits are making only token payments. He also noted that the conversation began when the audit showed that the liability grew \$1.3 M in one year; to him, it is prudent to begin to look at options. Current costs, similarities to debt service, the fact that the District has no tax power, and annual fair share were points emphasized. Ms. Leone noted that Lancaster, as a smaller town, has been addressing this, and she noted that municipalities and schools are different. Ms. Flood noted that the figures fluctuate based on actuarial computations, but the liability is real. When asked his position on the subject, Mr. Mahoney expressed that the challenge in the ability to fund it; charging non-member towns their share on top of a capital fee and any other fees may be a disincentive. He noted that it will be a future agenda item for further discussion at the Finance Subcommittee.

**9. SUBCOMMITTEE REPORTS**

**a. Special Policy Task Force, *Alice DeLuca***

Ms. DeLuca took each policy separately, described the amendments proposed for 2<sup>nd</sup> reading.

**1. EFD: Meal Charging Policy (new)**

Comments included that there was a typo for amendment, and that this policy indicated a good use of technology. The following vote was taken:

**ACTION 2018 #38**

Moved (Leone) and seconded (Spalding)

To approve new policy EFD: Meal Charging Policy for 2nd reading, as presented, and 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**

**2. JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited (revision)**

Ms. DeLuca called attention to the cross referencing provided by Mr. Gammill, and the following vote was taken:

**ACTION 2018 #39**

Moved (Leone) and seconded (O'Connor)

To approve the revisions to Policy JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited Policy 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**

**3. GBEBD: Online Fundraising and Solicitations (new)**

Ms. DeLuca pointed out the amendments, an additional amendment was made, and it was determined that since this is such a new concept, that this policy may need to be reviewed and revised often. The following vote was then taken:

**ACTION 2018 #40**

Moved (Spalding) and seconded (Leone)

To approve new Policy GBEBD: Online Fundraising and Solicitations for 2nd reading, as presented, and 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**

#### **4. ILD: Student Submission to Educational Surveys and Research (new)**

Ms. DeLuca noted that there were no suggested changes to this policy. Surveys were discussed, as was the need to minimize disruption, and the following vote was then taken:

##### **ACTION 2018 #41**

Moved (Leone) and seconded (Spalding)

To approve new Policy ILD: Student Submission to Educational Surveys and Research 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**

#### **b. Superintendent Negotiations and Evaluation Subcommittee, Jen Leone**

##### **1. Review of Process**

Details on the process and timeline had been included in the packet. Ms. Leone noted that the next step is that the survey will be sent out to members for a June 1 return, and the results will be on the June 12 agenda.

##### **2. Superintendent's End of Cycle Progress Report**

A voluminous package of materials had been submitted with the Superintendent's Progress Report as evidence to support the accomplishments of this year's goals, and to facilitate the completion of the survey. Appreciation was extended for the comprehensive package. It was pointed out that the process has been much improved.

#### **10. SECRETARY'S REPORT, Pam Nourse**

##### **a. Approval of Draft Minutes 4.10.18**

Having received no amendments to the draft minutes of 4.10.18, the following vote was taken:

##### **ACTION 2018 #42**

Moved (Nourse) and seconded (Leone)

To approve the draft minutes of 4.10.18, as presented

**VOTE:** 10 members in room at time of vote

Weighted Vote present: 100%

Weight needed: > 50%

Names of towns opposing or abstaining: Arlington and Concord

Final percentage results of vote: 68.37%

Final status of the vote: **Unanimous**

## 11. POSSIBLE EXECUTIVE SESSION

At 8:28 PM, the Chair noted that there was a need for Executive Session for the following purposes, read by Mr. Stulin:

### a. Minutes

Pursuant to MGL Ch. 30A, S. 22 (f) to review, amend, finalize and approve minutes from Executive Session of the Committee held on 4.10.18 and to determine whether continued non-disclosure of such minutes is appropriate.

### b. Negotiations Strategy Session

Purpose 2(MGL Ch. 30A, Sec. 21 (a) (2)) to conduct strategy session in preparation for negotiations, including contract negotiations, with certain nonunion personnel, namely Dr. Edward Bouquillon.

The following vote was taken by roll call, with 10 members present:

#### ACTION 2018 #43

Moved (Spalding) and seconded (Leone)

To Enter Executive Session for the purposes noted above, with Ms. Rozan remaining and the Committee not returning to Open Session.

**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: by roll call 100%

Spalding (Dover) Yes

Stulin (Needham) Yes

Horton (Lexington) Yes

Nourse (Acton) Yes

Sheffler (Arlington) Yes

DeLuca (Stow) Yes

Gammill (Belmont) Yes

O'Connor (Bolton) Yes

Leone (Lancaster) Yes

Flood (Concord) Yes

Final status of the vote: **Unanimous**

## 12. ADJOURNMENT

The meeting was adjourned from the Executive Session at 8:40 PM.

Respectfully submitted,

Elizabeth Rozan  
District Assistant

Pam Nourse  
Secretary

Attachments to the Minutes of 5.15.18

A. Material Distributed by the Representative of the UMass Donahue Institute

B. Additional Material Related to Field Trip