

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

**Present:**

Jeff Stulin, Chair (Needham)	Jennifer Leone (Lancaster)
Carrie Flood, Vice-Chair (Concord)	Sharon Antia (Lincoln)
David Horton, Secretary (Lexington)	Jack Weis (Belmont)
Alice DeLuca (Stow)	Pam Nourse (Acton)
David O'Connor (Bolton)	Doug Gillespie (Weston) (arrived 6:50 PM)
	Sue Sheffler (Arlington)

Absent: Ford Spalding (Dover); Vince Amoroso (Boxborough); Judy Taylor (Carlisle); Dave Manjarrez (Sudbury); Mary Ellen Castagno (Wayland)

10 members present until 6:50; then 11.

**Also present:** Ed Bouquillon, Kevin Mahoney, Jack Dillon, Elizabeth Rozan, Al Gentile, Nancy Pierce

**1. CALL TO ORDER: OPEN SESSION**

The Chair called the meeting to order at 6:34 PM.

**2. PUBLIC COMMENT**

There was no Public Comment.

**3. CHAIR'S REPORT, *Jeff Stulin***

**a. Weighted Voting: Procedure and Practice**

The Chair reviewed the Implementation Notes for Weighted Voting that he and the Officers developed. He noted that the Vice-Chair was prepared with an Excel spreadsheet to record weighted votes. He reviewed the roles, emphasizing the built-in fall back ability to clarify/retrieve votes taken, given the possibility of technical glitches. He noted that the process will develop as familiarity takes hold. There was a discussion about exceptions to weighted voting, e.g., procedural vs. substantive votes, which may require a consultation with Counsel.

[Mr. Gillespie arrived at 6:50 PM.]

The Committee then took the time to conduct three practice votes.

**4. PRINCIPAL'S REPORT, *Jack Dillon***

**a. Approval of Out-of-State, Overnight Field Trip and Funds**

Mr. Dillon explained the details of this trip, confirming that the costs were accounted for in the FY 17 budget. The following vote was then taken:

**ACTION 2016 #53**

Moved (Sheffler) and seconded (Gillespie)

To approve the Out-of-State, Overnight Field Trip and Funds for the FFA National Convention held on October 18-22, 2016 in Indianapolis, IN, with an estimated cost of \$9,000, as presented

**VOTE:**

Members in room at time of vote: 11 (Acton, Arlington, Belmont, Bolton, Concord, Lancaster, Lexington, Lincoln, Needham, Stow, Weston)

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

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

**a. Update on District Wide Ballot Process, *Kevin Mahoney***

Dr. Bouquillon gave an update on the process to date with the District Wide Ballot election, noting that most towns have decided on a single polling location, but that there have been discussions with Arlington, Lexington, Sudbury, and Belmont about their interest in holding the election in more than one place, and he referenced a letter received earlier in the day from Belmont with such a request (Attachment B). He expressed his recommendation that these requests be supported, since most towns were able to determine one location. He also noted that the School Committee majority will need to sign the warrant when it is complete. Concerns about cost escalation and absentee/military ballot deadlines were raised, and Mr. Mahoney pointed out that while \$100K was set aside for this election, he will be getting cost estimates from the Town Clerks. He explained what the District will be responsible for printing, advertising, and posting, and that Town Clerks will be responsible for managing the election in their towns. He emphasized that a meeting has been set up with Town Clerks for July 26 to review the details and address concerns and questions. The limitations on providing explanatory language on the ballot were discussed. The Superintendent noted that he has been in communication with counsel, and called attention to the new motion prepared for the School Committee's consideration, different from the one listed on the agenda. The new motion read:

To approve the form of the warrant calling a District-wide election pursuant to MGL Ch. 71, Sec. 16 (n) on September 20, 2016, with such changes as may be made by the School Committee Officers

The member from Belmont raised concern about voting this language when there were still outstanding issues with regard to some locations. Concerns about guaranteed numbers, parking, and police details were raised, and the need to be both practical and responsible was emphasized. After discussion, an amendment was offered (Antia) and then slightly augmented at the suggestion of a second member (Leone) and the following vote was taken:

**ACTION 2016 #54**

Moved (Antia) and seconded (Leone)

To add to the proposed motion: ... to the best of their ability to accommodate the preferences of the individual towns, and barring any unreasonable costs

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: 1 abstention (Stow)

Final percentage results of vote: 73.37%

Final status of the vote: Passed

A vote on the main motion, as amended, was then taken as follows:

**ACTION 2016 #55**

Moved (Antia) and seconded (O'Connor)

To approve the form of the warrant calling a District-wide election pursuant to MGL Ch. 71, Sec. 16 (n) on September 20, 2016, with such changes as may be made by the School Committee Officers, to the best of their ability to accommodate the preferences of the individual towns, and barring any unreasonable costs

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: 1 opposed (Belmont)

Final percentage results of vote: 72.13%

Final status of the vote: Passed

In addition, the Chair noted that while the list of meeting dates for 2016-17 was approved on 6.14.16, he had asked for flexibility. Toward that end, he noted that once the Ballot Election occurs on September 20, the School Committee will need to meet to discuss next steps, and he asked members to pencil in both September 13 and September 27 for School Committee meetings.

**b. Update on Communication with MSBA**

The Superintendent called attention to the June 17, 2016 letter from MSBA that was included as informational in the packet.

**c. Performance Review and FY 17 Salary Recommendation KMahoney**

The Superintendent noted that it is rare that he uses the term "exemplary" to describe someone's performance, but in the case of Kevin Mahoney, he expressed that he is pleased and honored to be working with him, and that he is recommending a 2% increase for FY 17 salary. The Vice-Chair expressed her opinion that creating the position of Assistant Superintendent for Mr. Mahoney was the most correct decision the School Committee has made since she's been on the Committee, and she extended thanks to Mr. Mahoney for his good work. The following vote was then taken:

**ACTION 2016 #56**

**Moved (Flood) and seconded (DeLuca)**

Consistent with Section 7B of his contract, to approve the Superintendent's FY 17 salary recommendation of a 2% increase for Assistant Superintendent for Finance, Kevin Mahoney, as presented

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

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

**a. Bid Results (Electrical work)**

Mr. Mahoney referenced the detail included in the packet as informational and noted that no vote was needed. He explained that this work was for the sewer pump station, and that the bid was awarded to Blais Electric Corporation for work that will begin within the next 3-4 weeks.

**b. Bid Results (Feasibility Study Bond Anticipation Note Renewal)**

Mr. Mahoney referenced the detail included in the packet as informational and noted that no vote was needed. He explained that this was for the Bond Anticipation Note renewal for a one year term, and that the low bid was received from UniBank.

**c. Proposed FY17 Revolving Funds**

Mr. Mahoney explained that the Finance Subcommittee had reviewed and voted to recommend that this be brought to the full School Committee for a vote. In response to a question, he explained the details related to the Middle School account. The member from Belmont, who serves on the Finance Subcommittee, expressed his opinion that the fiscal discipline involved in reviewing and monitoring the Revolving Funds is an example of the excellent work that Mr. Mahoney is doing. The following vote was then taken:

**ACTION 2016 #57**

Moved (DeLuca) and seconded (Leone)

To approve the proposed FY 17 Revolving Funds, as presented

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**d. Update on OPEB Trust Agreement**

Mr. Mahoney summarized the latest developments on the OPEB Trust Agreements, noting as informational that at the last Finance Subcommittee meeting, it was agreed that the District Treasurer

deposit the \$50K contribution from the FY 16 appropriation, as well as the \$50K FY 17 appropriation into a principal-protected investment account. The Treasurer determined that the Minuteman District's short-term bond portfolio account would be the appropriate account for this purpose. Mr. Mahoney also explained that the long-term investment strategy would be to invest with the Pension Reserve Investment Management Board (PRIM). He explained that the Finance Subcommittee has not come to a formal recommendation on the oversight or organizational structure of the Trust, and will continue to study various models.

**e. Lease Authorization for Property Rental: Tremont School**

Mr. Mahoney explained that according to Policy DJ, the power to enter into lease agreements for real property is vested with the School Committee. He explained that the Tremont School is preparing to move into the current MIT/Lincoln Lab Childcare Center for a three-year lease, beginning November 1, 2016, and that MIT/Lincoln Lab would like to vacate by August 31. Early occupancy and early release are being discussed with both parties, as reflected in the proposed School Committee votes. In response to questions, he explained the focus of the Tremont School as a progressive co-educational day school for grades 5 – 12. The loss of income from the proposed arrangement, and the standard contract language for notification of lease termination were also discussed. The compatibility of the Tremont School's educational mission with Minuteman's was noted. In addition, it was also noted that it also made sense to agree to an early termination of the MIT/Lincoln Lab lease in order to minimize the delay in the Tremont School taking occupancy, even though the Tremont School rent is somewhat below the MIT/Lincoln Lab rent. The following two votes were then taken:

**ACTION 2016 #58**

Moved (Leone) and seconded (DeLuca)

To authorize the Superintendent to enter into and execute a lease agreement and any amendments thereto with Tremont School for the period of November 1, 2016 to October 31, 2019 pursuant to Bid 16-06, with the possible contingency of an early occupancy by Tremont School consistent with terms negotiated and agreed upon by the Superintendent on behalf the District.

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**ACTION 2016 #59**

Moved (DeLuca) and seconded (Leone)

To authorize the Superintendent to enter into and execute an amendment to the existing lease agreement with MIT/Lincoln Lab amending the termination date from October 31, 2016 to August 31, 2016 on terms negotiated and agreed upon by the Superintendent on behalf of the District.

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**f. Lease Authorization for School Vehicles**

Mr. Mahoney noted that he clarified with counsel that as Procurement Officer, he is authorized to enter into a Lease for School Vehicles, and that no School Committee vote is needed at this time.

**7. SUBCOMMITTEE REPORTS**

**a. Policy Subcommittee, Alice DeLuca**

**1. JLCD (Administering Medicines to Students)**

Ms. DeLuca reminded the Committee that Policy JLCD (Administering Medicines to Students) is a new policy, and that it came before the School committee in April, but was withdrawn pending additional revisions prompted by questions. She noted that MASC’s recommendations provide a safety net, and that the Administration is responsible to review and recommend. She noted that after review and consideration of comments and questions raised, the recommendation is to adopt the MASC 2016 version of this policy, which covers questions raised. The following vote was then taken:

**ACTION 2016 #60**

Moved (Antia) and seconded (Leone)

To approve Policy JLCD (Administering Medicines to Students) for 1<sup>st</sup> Reading, as presented

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**2. EBBA (Accidents and Illnesses)**

Ms. DeLuca explained that this policy had been brought before the School Committee with amendments, and was withdrawn on 4.12.16, pending additional revisions. She explained the recommendation to leave in the 3<sup>rd</sup> paragraph regarding liability and to add the MIAA Handbook as a Cross Reference. The following vote was then taken:

**ACTION 2016 #61**

Moved (Leone) and seconded (Antia)

To approve Policy EBBA (Accidents and Illnesses) for 1<sup>st</sup> Reading, as presented

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**3. Update on Alert from MASC re Opioid Bill MGL Ch. 71 Sec. 96: Review of two related Policies**

Ms. DeLuca explained that the two related policies, IHAMB (Teaching About Drugs, Alcohol, and Tobacco) and JICH (Drug and Alcohol Use by Students), were reviewed for compliance, after receipt of the Alert from MASC, and the recommendation was made to leave them unchanged. She recommended

noting that they were reviewed, and checking the accuracy of the lettering on IHAMB, per the Policy classification system. The following vote was then taken:

**ACTION 2016 #62**

Moved (Antia) and seconded (Leone)

To leave the two policies related to the Opioid Bill MGL Ch. 71 Sec. 96, IHAMB and JICH, currently in the Policy Manual unchanged

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

**8. SECRETARY'S REPORT, *Dave Horton***

**a. Approval of Minutes**

Mr. Horton reviewed the amendments that he had received on the minutes of 6.14.16, and the following vote was taken:

**ACTION 2016 #63**

Moved (O'Connor) and seconded (Leone)

To approve the past minutes of 6.14.16, as amended

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: 1 abstention (Bolton)

Final percentage results of vote: 74.64%

Final status of the vote: Passed

Mr. Horton noted that he received no amendments to the minutes of 6.27.16, and the following vote was taken:

**ACTION 2016 #64**

Moved (O'Connor) and seconded (Leone)

To approve the past minutes of 6.27.16, as presented

**VOTE:**

Members in room at time of vote: 10 (Lincoln out of room)

Weighted Vote present: 75.16%

Names of towns opposing or abstaining: 1 abstention (Weston)

Final percentage results of vote: 71.58%

Final status of the vote: Passed

**9. REORGANIZATION/ELECTION OF OFFICERS**

**a. Process**

The following vote was taken on the process for the Election of Officers for the 2016-17 year:

**ACTION 2016 #65**

Moved (DeLuca) and seconded (Leone)  
To allow the Superintendent to preside temporarily

**VOTE:**

Members in room at time of vote: 10 (Lincoln out of room)  
Weighted Vote present: 75.16%  
Names of towns opposing or abstaining: Unanimous in favor  
Final percentage results of vote: 75.16%  
Final status of the vote: Passed

**b. Nomination for Chair**

The Superintendent opened the floor for nominations for the Chair. It was moved (DeLuca) and seconded (Sheffler) to appoint Jeff Stulin as Chair. There being no other nominations, the following vote was taken:

**ACTION 2016 #66**

Moved (DeLuca) and seconded (Sheffler)  
To appoint Jeff Stulin as Chair for 2016-17

**VOTE:**

Members in room at time of vote: 10 (Lincoln out of room)  
Weighted Vote present: 75.16%  
Names of towns opposing or abstaining: Unanimous in favor  
Final percentage results of vote: 75.16%  
Final status of the vote: Passed

**c. Nomination for Vice-Chair**

Mr. Stulin took the gavel and opened the floor for nominations for Vice-Chair. He moved to nominate Carrie Flood, and this was seconded (DeLuca). There being no other nominations, the following vote was taken:

**ACTION 2016 #67**

Moved (Stulin) and seconded (DeLuca)  
To appoint Carrie Flood as Vice-Chair for 2016-17

**VOTE:**

Members in room at time of vote: 10 (Lincoln out of room)  
Weighted Vote present: 75.16%  
Names of towns opposing or abstaining: Unanimous in favor  
Final percentage results of vote: 75.16%  
Final status of the vote: Passed

**d. Nomination for Secretary**

Mr. Stulin opened the floor for nominations for Secretary. He moved to nominate Dave Horton, and this was seconded (Leone). There being no other nominations, the following vote was taken:

**ACTION 2016 #68**

Moved (Stulin) and seconded (Leone)  
To appoint Dave Horton as Secretary for 2016-17

**VOTE:**

Members in room at time of vote: 10 (Lincoln out of room)

Weighted Vote present: 75.16%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 75.16%

Final status of the vote: Passed

The Chair expressed his appreciation for being nominated and appointed, and he pointed out that this is his last year as Chair, as members may not serve as an Officer for more than 5 years, according to Policy BDA. He suggested that others on the Committee begin to think about taking on a leadership role, as the next year holds dramatic changes for the Minuteman District, with the possibility of a building project and a shift in the format/membership. He expressed that he hopes these are changes for the better, and that the focus can be on visualizing a future for Minuteman.

Mr. Horton pointed out that he is not getting weary of the job, but that this is his 9<sup>th</sup> year serving on the Committee; he does not anticipate seeking a reappointment.

Ms. Flood noted that an effective Concord tradition is that people serve for 2 three-year terms. She explained that in her case, she came on board filling an unexpired term and that she was recently reappointed without the promise of serving a full three more years. With the new format and the new building, she agrees it is an exciting time, but she does not anticipate being Chair.

**10. ADJOURNMENT**

**ACTION 2016 #69**

Moved (Flood) and seconded (Leone)

To adjourn the meeting at 8:10 PM

**VOTE:**

Members in room at time of vote: 11

Weighted Vote present: 79.03%

Names of towns opposing or abstaining: Unanimous in favor

Final percentage results of vote: 79.03%

Final status of the vote: Passed

Respectfully submitted,

Elizabeth Rozan  
District Assistant

David C. Horton  
Secretary

**ATTACHMENTS TO THE MINUTES OF 7.12.16**

- A. Implementation Notes on Weighted Voting Procedures
- B. Letter from Belmont 7.12.16