

OPEN SESSION MINUTES  
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT  
REGULAR SCHOOL COMMITTEE MEETING  
JULY 8, 2014 6:00 PM  
PAUL REVERE ROOM, MINUTEMAN HIGH SCHOOL

**Present:**

Alice DeLuca, Chair (Stow)	Kemon Taschioglou (Lincoln)
Jeff Stulin, Vice-Chair (Needham)	Dave Horton (Lexington)
Carrie Flood, Secretary (Concord)	Jack Weis (Belmont) (arrived 8:20 PM)
Ford Spalding (Dover)	Mary Ellen Castagno (Wayland) (left at 8:15 PM)
Cheryl Mahoney (Boxborough)	Doug Gillespie (Weston)
Judy Taylor (Carlisle) (arrived 6:30 pm)	Susan Sheffler (Arlington)
Dave Manjarrez (Sudbury) (left at 7:42 PM)	
Nancy Banks (Acton)	

**Absent:** David O'Connor (Bolton), Daniel Mazzola (Lancaster)

**Others Present:** Ed Bouquillon, Kevin Mahoney, Elizabeth Rozan; Dave Eisenstadter, reporters; John Pelletier, Al St. George, Gene DiPaolo, Sheila Nagle, Diane Dempsey, AnnMarie Merrill, Kathleen Smith, Karen Tan, Aaron Brathwaite, Annette Lombardi, Mary Conner, Loretta Maldonis, Brianne Goguen, Georgi Condon

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

The Chair called the meeting to order at 6:00 PM. Hearing no objection to taking an item out of order, she invited the Superintendent to give an update on the SkillsUSA National Results. The Superintendent extended congratulations to David Howe for earning a Bronze Medal in Commercial Baking. Wearing the medal, David expressed appreciation for having participated in SkillsUSA, and for 4 wonderful years at Minuteman. Advisor Karen Tan, and student Georgie Condon offered additional comments on the experience. The Superintendent expressed thanks to the School Committee for their support of Minuteman's participation in this program, and noted that Minuteman students represent the state very well.

**2. PUBLIC COMMENT**

The Chair explained the process for Public Comment. Melissa McLaughlin, a teacher in the Cosmetology Department, read comments from Program Director Cindy DiMaio, who was unable to attend urging the School Committee to reconsider its decision to eliminate the cosmetology program. Highlights from her comments included the enrollment, the program's appeal to female students, the high placement rate, and the active Advisory Board. She urged looking at the data to keep the program alive.

Mary Connor, a former Minuteman employee from Lexington expressed that she is a huge supporter of the program, that it appeals not only to females, but to males as well, that the program provides a community service to elderly and handicapped, and serves as great PR for the school. She noted that students conduct themselves in a highly professional manner, and that the staff is outstanding.

Loretta Maldonis, of Reisman Salon in Arlington, noted that her 4 top stylists are from the Minuteman Program, and that they earn \$50-75/hour. She noted that the Minuteman students are prepared and dedicated, and she emphasized that with these qualities, the income comes in.

Aaron Brathwaite, of Cambridge, noted that he serves on the Advisory Board for the program, and has 40 years in the industry. He emphasized that there are many hair stylists who have become wealthy owners of successful corporations involved in the hair industry, and that this is possible for Minuteman students as well.

Brianne Goguen of Concord shared her story of going through the Cosmetology Program as a Post Grad, and described how it has been a viable means of earning a living while she is raising a child. She urged that the program be maintained.

Kathleen Smith, a member of the Early Education and Care program, spoke on behalf of AnnMarie Merrill and herself. They are concerned that the Early Education and Care program was not in the plan for a 628 student school. She noted that there is a push for Early Education, and that they have ideas for sustaining the program, and suggested that they meet with the Administration before any final decisions are made.

Referring to current enrollment numbers, School Committee member Dave Manjarrez voiced his concern that these two programs are being questioned in the 628 size school, as they are viable programs, sustainable with member towns. Additionally, he expressed that with regard to the discussion about his emails, he has a right to freedom of speech and that he is protected under the Whistleblower Act of Massachusetts.

### **3. CHAIR'S REPORT**

#### **a. School Committee Correspondence by Email**

The Chair explained that this item was brought up at the last meeting, and had not been on the agenda. She further explained that last July, the School Committee agreed not to communicate by email to avoid OML violations, as urged by Attorney General Hanna Rush. The Vice-Chair concurred, noting that the issue is "freedom of speech" vs. OML violation. He stressed a concern for lack of professionalism, and Mr. Manjarrez referred to the School Committee Meeting Norms posted on the wall. The Chair suggested that rather than fight over this, the goal is to find a solution. The member from Acton suggested that the Assistant could forward to all, or send out in the packet; she also urged that the School Committee members need to model appropriate group behavior and adhere to rules that are agreed to. The member from Boxborough pointed out that her town officials have requested a "Cease and Desist" with the email correspondence that the AG has advised is a violation of the OML. Mr. Manjarrez expressed his view that after being on the School Committee for 6 years, the tone has been to "go along to get along", instead of asking questions and getting answers. He expressed that he has not received answers, and that he can't and will not accept this. Other members expressed frustration with what they perceived as irresponsible behavior on his part. He urged that if the School Committee is not happy about it, they can file an OML violation; and that he would file against himself. Others concurred. He agreed with the member from Acton, and would request that the Assistant distribute information. He asked about turn-around time; the Chair suggested that procedures for distribution would need to be adhered to.

#### **b. District Goals 2014-15**

The Chair presented the Draft District Goals 2014-15, as included in the packet. She explained that some members had submitted suggestions, and the Officers met to discuss these suggestions. A motion was made (Spalding) and seconded (Stulin) to approve these goals as presented. The discussion involved whether these goals were specific enough, that the Superintendent will develop his goals from these, with more specificity. Item 1 c. was pointed out as important, since there may not be a building project, and that this offers a "Plan B". An amendment was offered (Spalding) and seconded (Banks) to this item, and the issue of capping the figure was discussed. The following vote was then taken:

#### **ACTION 2014 #73**

Moved (Spalding) and seconded (Banks)

To amend item 1c. of the Draft District Goals 2014-15 to read:

As an alternative to the Building Project, develop a Repair and Maintenance/Capital Plan for sequential projects in the \$500,000 and up range to ensure safety of students, including possible code requirements such as ADA compliance and educational requirements.

**Vote: 9 in favor, 3 opposed (with 12 members present)**

The Chair took the opportunity to welcome the new representative from Arlington. [Ms. Taylor arrived at approximately 6:30 PM.]

The lack of specificity, measurement, and deadlines on these goals was discussed. It was pointed out that the Officers had discussed this, and thought that the Superintendent's goals will provide more specificity as a measure of evaluation, and that approval of his goals is on the schedule for the fall. Avoiding a micromanaging approach, sorting out the various roles, the many working parts, and the evolving process over the years related to goals were discussed. It was suggested that the Officers could appoint School Committee members to get involved to outline specifics on all of the goals. An amendment was made (Banks) and seconded (Manjarrez) to add an item 6 to the list that responsible parties will provide measures for goal achievement, as a basis for evaluation, with a reporting mechanism by October, 2014. The following vote was then taken:

**ACTION 2014 #74**

Moved (Banks) and seconded (Manjarrez)

To amend the Draft Goals by adding the following:

**6. Measures**

Responsible parties will provide measures for goal achievement, as a basis for evaluation, with a reporting mechanism by October, 2014.

**Vote: Unanimous**

The main motion, to approve the District Goals 2014-15, as amended, was then taken as follows:

**ACTION 2014 #75**

Moved (Spalding) and seconded (Stulin)

To approve the District Goals 2014-15, as amended

**Vote: 12 in favor, 1 abstention (with 13 members present)**

The approved District Goals 2014-15 can be found as Attachment A.

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

**a. School Improvement Plan**

On behalf of the Principal, the Superintendent presented the June 2014 updates to the School Improvement Plan 2013-16. He explained the Principal's role in assessing the school on various measures, and noted that while the School Council was unable to meet to approve this version, due to lack of a quorum, each member of the Council had received the document. Additionally this Plan has had input from the School Council, as well as the Department Heads, Cluster Chairs, and Directors. A motion was made (Spalding) and seconded (Gillespie) to approve the June 2014 updates to the School Improvement Plan 2013-16 as presented. The member from Acton expressed appreciation for the great deal of work that has gone into the document, but expressed concern about it being so ambitious. She wondered how teachers will receive feedback about their concerns expressed in the Tell Mass Survey and the 360, and the clarity of expectations. The Superintendent explained that the goals noted in the document are interconnected and evolving, and not one of them stands alone. As with the Education Evaluation System, the individual pieces aren't perfect, but do work towards the same end. Clarity over the School Committee's role in approving this plan was raised. The intellectual depth of the document was noted, as was the idea that the School Committee needs to be educated on progress throughout the year. The following vote was then taken:

**ACTION 2014 #76**

Moved (Spalding) and seconded (Gillespie)

To approve the June 2014 updates to the School Improvement Plan 2013-16 as presented

**Vote: 11 in favor, 2 abstentions (with 13 members present)**

**b. Update: SkillsUSA National Results**

Hearing no further questions about the SkillsUSA National Results, the Superintendent continued to the next item on the agenda.

**c. Update: Status of Revised Regional Agreement**

The Superintendent explained that there was a meeting held on June 24 attended by 30 people in Weston to review the status of the Regional Agreement, to consider developing a common template for an Intergovernmental Agreement, and to discuss cost information. He noted that 10 member towns have approved the proposed Revised Regional Agreement, 5 voted no action, and 1 disapproved it. The goal is to get approval by all. He also noted that a date is being set up for the next step in the discussion on Intergovernmental Agreements. He explained how this relates to the Department of Education's proposed change in Ch. 74 regulations that will set tuition for non-member towns. The Department of Education meeting has been delayed until September, but there is still strong life to the proposal. A member who was in attendance at the June 24 meeting noted that towns are concerned about the cost of leaving the district. The member from Boxborough expressed appreciation to the Administration and Dan Matthews for providing enough information to the Selectmen in her town that they will consider an Intergovernmental Agreement. Another member expressed that she was surprised at hearing the number of towns that wish to leave.

It was pointed out that while they may wish to leave, they also want a way to continue to provide the Minuteman education to those students who want it, as it can't be duplicated. It was noted that the Towns continue to support Minuteman and want to send students to Minuteman, but don't want to pay for a building project.

d. Findings: Capacity in Area Regional Vocational Technical School Districts

The Superintendent provided a Waiting List Survey (as of January 9, 2013), as a follow up to a request from the 6.17 meeting (see Attachment B). He explained that this material was compiled through the Northeastern University Law School through MAVA. He pointed out that the Department of Education does not routinely collect the data, and it is a voluntary submission. MAVA had conducted this research at his request. Some members disputed the numbers, noting that they had spoken directly with representatives of various school districts. The Superintendent noted that he was not impressed by this data, and suggested that the School Committee could write a letter to the Department of Education and ask for this material to be submitted on an annual basis so that it is current and meaningful. It was suggested that specific program information could be included.

[Mr. Manjarrez left the meeting at approximately 7:42 PM.]

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

The Chair of the School Building Committee gave an update on interactions with MSBA to date. He pointed out that the MSBA Feasibility grant ran out on June 30, 2014, and that he and the Administration has been in contact with the MSBA about extending that grant. The request to extend will be brought before the MSBA Board within the next few months. Assuming they agree, the next target date is December 11, 2014 when Minuteman will have to present to the MSBA Minuteman's Preferred Schematic plan/report. He explained that MSBA is currently reviewing the information behind the June 17, 2014 Minuteman School Committee vote on the design enrollment number of 628. The MSBA has made it very clear that if Minuteman wants MSBA's participation, *they* will determine the final number. They are also aware of the discussions in the member towns. The Superintendent added, in response to questions, that MSBA was dissatisfied with the School Committee's attempt to move the number, but that they had asked for a number at the April 8 meeting. It was pointed out that MSBA answers to the taxpayers of Massachusetts, and that Mr. Spalding will keep the School Committee up to date as things develop.

**6. ASSISTANT SUPERINTENDENT FOR FINANCE REPORT, *Kevin Mahoney***

a. FY 15 Revolving Fund Accounts Proposed Budget

The Assistant Superintendent pointed out that the FY 15 Revolving Fund Budget had been reviewed by the Finance Subcommittee, and they had made a recommendation to present it for adoption by the School Committee. The significant deficits in rentals and post graduates were referenced, and the Chair of the Finance Subcommittee noted that while there are some negatives, the numbers are far lower than in previous years. It was also pointed out that the Administration needs to decide what action is warranted with regard to these programs and there will likely be action items in the future meetings. Overall, the Finance Subcommittee is pleased with the quality of the reporting. The Superintendent commended the work of the Assistant Superintendent in bringing these funds into greater balance. It was pointed out that the report shows a loss in the Cosmetology Program, which seemed different from the impression expressed in the Public Comments, and it was suggested that the factual information be relayed to them. The Assistant Superintendent agreed to follow-up.

**ACTION 2014 #77**

Moved (Spalding) and seconded (Banks)

To approve the FY 15 Revolving Fund Accounts Proposed Budget as presented

**Vote: 11 in favor, 1 abstention (with 12 members present)**

b. Bid Results: Roof and Wall Repairs

The Assistant Superintendent explained that capital funds in the FY 14 budget were appropriated for roof repairs over the boiler room, wall repair in the Graphics Dept., and skylight repairs. He explained the details of the bids, and pointed out that there are sufficient funds to move forward with the base bid for the boiler room roof repair, and that the bids for additional work require additional funds, and School Committee approval, as described in the next item. The level of work being done on the roof was discussed, and appreciation was extended for receiving this information.

c. Stabilization Fund Request

The Assistant Superintendent explained the need to request authorization from the School Committee for expenditures not to exceed \$100,200 from the Stabilization Fund to fund alternate bids 1, 2, 3, and 4, as submitted by Capeway Roofing Systems, for perimeter railings, wall repairs and skylight repairs, as noted in the previous vote. He explained that he consulted with both the AG's office and with the Auditor to confirm that this was an appropriate use of these funds. He explained the balance in the Stabilization Fund. Concern was raised about using funds in this account, and issues such as why the total amount was not budgeted for, the nature of additional such projects if the building project is delayed, disappointment that the full roof is not being done, that water leak issues are addressed as they surface, funding the items out of another source, such as the facility rental account, or waiting until the next budget were discussed.

[Ms. Castagno left the meeting at approximately 8:15 PM.]

The Superintendent raised concern about doing this work in a piecemeal fashion, and recommended sticking with the vote as presented. The following vote was then taken:

**ACTION 2014 #78**

Moved (Spalding) and seconded (Horton)

To authorize expenditures not to exceed \$100,200 from the Stabilization Fund for the purpose of funding alternate bids 1, 2, 3, and 4, as submitted by Capeway Roofing Systems, Inc. for perimeter railings, wall repairs and skylight repairs

**Vote: 9 in favor, 2 opposed (with 11 members present)**

**7. SECRETARY'S REPORT, *Carrie Flood***

Approval of Past Open Session Minutes: 6.17.14

The Secretary pointed out that she received a few very minor amendments on the minutes. Hearing no additional amendments, the following vote was taken:

**ACTION 2014 #79**

Moved (Stulin) and seconded (Banks)

To approve the past Open Session Minutes of 6.17.14 as amended

**Vote: 9 in favor, 2 abstention (with 11 members present)**

**8. REORGANIZATION/ELECTION OF OFFICERS**

a. Process

The Chair explained the process for the School Committee's reorganization/election of officers, and the following vote was taken to proceed:

**ACTION 2014 #80**

Moved (Spalding) and seconded (Gillespie)

To allow the Superintendent to preside temporarily

**Vote: Unanimous**

b. Nomination for Chair

The Superintendent presided, in accordance with Policy BDA, and accepted nominations for the office of Chair as follows: Mr. Spalding nominated Jeff Stulin; Mr. Horton nominated Carrie Flood. The Superintendent asked if these nominees were willing and able to serve. Expressing appreciation for the work she has done so far on the Executive Committee, Ms. Flood declined, due to her upcoming work schedule, and her nomination was withdrawn.

[Mr. Weis arrived at 8:20 PM.]

Mr. Stulin expressed that he was willing and able, and has had previous experience in the role. A former chair noted that the role works best when members behave and work together. The following vote was then taken:

**ACTION 2014 #81**

Moved (Spalding) and seconded (Banks)  
To appoint Jeff Stulin to serve as Chair for 2014-15  
**Vote: Unanimous**

c. Nomination for Vice-Chair

The new Chair then took the gavel and accepted nominations for Vice Chair. Ms. DeLuca nominated Carrie Flood. With no other nominations, Ms. Flood expressed willingness to serve in this capacity, and the following vote was then taken:

**ACTION 2014 #82**

Moved (Spalding) and seconded (Banks)  
To appoint Carrie Flood to serve as Vice Chair for 2014-15  
**Vote: Unanimous**

d. Nomination for Secretary

The Chair accepted nominations for the office of Secretary. Mr. Horton nominated Cheryl Mahoney; Ms. DeLuca nominated Nancy Banks. Ms. Mahoney expressed that while she appreciated the vote of confidence, her work schedule was such that she wouldn't want to fall short of the duties, so declined. Her nomination was withdrawn. Ms. Banks expressed that she was willing and able to serve. The following vote was then taken:

**ACTION 2014 #83**

Moved (Spalding) and seconded (DeLuca)  
To appoint Nancy Banks to serve as Secretary for 2014-15  
**Vote: Unanimous**

The Chair then noted that he has been Chair for 9 years, and that the last few years has been the hardest with the Building Project. He also noted that with 1 year left for his decade of work on this matter, there is still a lot of work to do in September. With the project still alive, he expressed appreciation to Ms. DeLuca for her leadership. He noted that he will make recommendations on Subcommittees in September, and the current membership will remain in place until then. Any suggestions or preferences should be forwarded to Ms. Rozan.

**9. POSSIBLE EXECUTIVE SESSION**

At approximately 8:35 PM, the Chair explained that there was a need for an Executive Session for the following purposes:

a. Approval of Minutes

Pursuant to M.G. L. c. 30A, s. 22 (f) to review, amend, finalize, and approve Executive Session minutes of 6.17.14, and to determine whether continued non-disclosure of such minutes is appropriate.

b. Negotiations Update

Pursuant to Purpose 3 (MGL Ch. 30A, S. 21 (a) (3)) to discuss strategy with respect to collective bargaining, as an open meeting may have a detrimental effect on the bargaining.

He noted that there was no need to return to Open Session, and that Ms. Rozan and Mr. Mahoney would remain present. The following vote was then taken by roll call:

**ACTION 2014 #84**

Moved (Spalding) and seconded (DeLuca)

To enter Executive Session for the purposes noted above, not to return to Open Session, with Ms. Rozan and Mr. Mahoney remaining

Banks	yes	Flood	yes
Taylor	yes	Taschioglou	yes
Mahoney	yes	Horton	yes
Spalding	yes	Weis	yes
DeLuca	yes	Gillespie	yes
Stulin	yes	Sheffler	yes

**Vote: Unanimous**

**10. ADJOURNMENT**

The meeting adjourned after the Executive Session at approximately 8:50 PM.

Respectfully submitted,

Elizabeth Rozan  
District School Committee Assistant

Nancy Banks  
Secretary

ATTACHMENTS TO THE MINUTES OF 7.8.14

- A. Approved District Goals 2014-15
- B. Waiting List Survey (as of January 9, 2013)