

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL  
Monty Tech Drive, Fitchburg, MA 01420  
Regular Meeting No. 130-664 – September 6, 2017

The Montachusett Regional Vocational Technical School held regular meeting No. 130-664 on Wednesday, September 6, 2017 at 7 pm at the Montachusett Regional Vocational Technical School, 1050 Westminster Street, Fitchburg, Massachusetts.

Members of the School Committee present:

|                        |             |
|------------------------|-------------|
| Mr. Brian Walker       | Fitchburg   |
| Mr. Ross Barber        | Westminster |
| Mr. James Cournoyer    | Holden      |
| Mr. John P. Mollica    | Princeton   |
| Ms. Melanie Weeks      | Fitchburg   |
| Mrs. Diane B. Swenson  | Ashburnham  |
| Mr. Edward Simms       | Petersham   |
| Mrs. Mary C. Barclay   | Royalston   |
| Mr. James S. Boone     | Gardner     |
| Mr. Peter B. Capone    | Ashby       |
| Mr. Austin Cyganiewicz | Winchendon  |
| Mr. Ronald Tourigny    | Fitchburg   |
| Ms. Whitney Marshall   | Barre       |
| Mrs. Barbara Reynolds  | Lunenburg   |
| Mr. Eric Olson         | Phillipston |
| Mr. Eric Commodore     | Gardner     |
| Mrs. Kathleen Airoidi  | Hubbardston |
| Mrs. Toni Phillips     | Athol       |
| Mr. James Gilbert      | Templeton   |

Members of the School Committee absent:

|                             |           |
|-----------------------------|-----------|
| Ms. Claudia Holbert         | Fitchburg |
| Dr. Kenneth I. H. Williams  | Sterling  |
| No appointed representative | Harvard   |

Officers of the School Committee present:

|                       |                         |
|-----------------------|-------------------------|
| Dr. Sheila M. Harrity | Superintendent-Director |
| Norman J. LeBlanc     | District Treasurer      |

Student Representative to the School Committee present:

Alex Commodore

School District Personnel present:

|                     |                                      |
|---------------------|--------------------------------------|
| Andrea Bell, Esq.   | Stoneman, Chandler & Miller LLP      |
| Tammy Crockett      | Business/Human Resource Manager      |
| Thomas Browne       | Principal                            |
| James Hachey        | Director of Vocational Programs      |
| Christina Favreau   | Director of Academic Programs        |
| Victoria Zarozinski | Director of Student Support Services |
| Pamela Pothier      | Director of Technology               |
| Katy Whitaker       | Development Coordinator              |
| Dayana Carlson      | Assistant Principal                  |
| Michael Gormley     | Director of Facilities               |
| Chad Snyder         | Audio/Visual Tech                    |
| Terri Hillman       | Recording Secretary                  |

**CALL TO ORDER**

Mr. Walker, Chairperson, called the meeting to order at 7 pm and welcomed everyone. The meeting opened with the Pledge of Allegiance.

**INTRODUCTION OF NEW FACULTY AND STAFF**

New staff members attended the meeting and introduced themselves. They attended a new employee reception with School Committee members prior to the meeting. A list of the appointments is included in Appointments (page 5).

**INTRODUCTION OF SKILLSUSA NATIONAL MEDAL WINNERS**

SkillsUSA Advisor Anne Marie Cataldo presented the National Medal Winners in the SkillsUSA competition. Monty Tech placed in the top ten schools in the SkillsUSA National Competition.

- Kristyn Gordon, won the Gold Medal in Dental Assisting. She could not be present this evening and Michelle Salvaneli, Dental Assisting Instructor, presented her Gold Medal to the School Committee.
- David Fors won the Silver Medal in Collision Repair Technology. He presented his medal to the School Committee.
- Kayla Gerry won the Bronze Medal in Nurse Assisting. She presented her medal to the School Committee.

Grace Kirrane, Health Occupations, was elected National Region I Vice President. Grace told Committee members about the training she has taken to date and the upcoming training and travel she will doing.

**APPROVAL OF MINUTES**

**Regular Meeting – June 21, 2017**

**Mrs. Barclay moved that the District Committee vote to approve the minutes of the regular meeting of June 21, 2017, as presented.**

**Seconded by Mrs. Swenson.**

**Vote – so voted.**

**Mr. Capone, Mr. Cyganiewicz, Mr. Simms, Mr. Tourigny and Mr. Walker abstained from voting.**

**Executive Session – June 21, 2017**

Minutes of the executive session of June 21, 2017 were circulated at the table and 14 approvals and 4 not present at the meeting were recorded.

**SUPERINTENDENT-DIRECTOR'S REPORT**

Superintendent Harrity presented a PowerPoint of her report as of September 6, 2017.

**FY18 Skills Capital Grant**

On July 28, 2017, an application for an FY18 Skills Capital Grant was submitted. The grant total will be \$87,177. The proposed uses and the items that would be purchased were listed in the report.

**FY17 Skills Capital Grant**

In March 2017, a Skills Capital Grant of \$435,856 was accepted to enhance the Machine Technology program. A list of the items purchased was included. Photos of the shop renovations and equipment installation were included in the PowerPoint.

**FY17 MLSC Grant Update**

In December 2016 a MLSC Grant of \$99,697 was accepted to establish a Bio-medical Science curriculum and to renovate one science classroom/lab. Science Instructor, Dylan Hager, has attended a training program and is qualified to teach the Project Lead The Way program, Human Body Systems. Next summer he will attend training for Principles of Bio-medical Science and these courses will be available to students beginning in the Fall 2018.

**Veterinary Science Training Center Construction Update**

A construction update and photos of the Vet Tech building were provided. An update on steps taken to achieve Chapter 74 status for the Veterinary Science program was provided.

**Funding Update – Vet Tech Building**

The financial commitments as of September 5, 2017 for Phase I: Design & Construction have reached and exceeded the projected cost of \$2,250,000 by \$61,642. Recent contributors were Sue Mailman, \$10,000; Wachusett Brewery, \$2,230 ;and Montachusett Suicide Prevention Task Force, \$250. A list of multi-year commitments was included.

**Summer Programs**

A report and photos on the summer programs were included. Details on the summer programs are included in the Principal's Report.

**STAY Program**

The goal(s) of STAY (Supporting Transition for At-risk Youth) are to support students in need of specialized and individualized attention after a prolonged absence due to medical/mental health issues. Students would participate in a short-term program until they are able to successfully reintegrate back into classes and vocational areas. Classroom 118 has been upgraded for this program.

**Improvements**

Photos of building improvements during the summer in the Culinary Arts and Auditorium, were presented. Numerous improvements to the school's technology infrastructure, to further support the 1:1 initiative, and instructional technology efforts in classrooms and shops were made with the \$109,115 E-Rate award received this summer.

**Approval of Overnight Travel for SkillsUSA**

**Mrs. Barclay moved that the District Committee vote to approve:**

- **One in-state overnight trip to SkillsUSA Fall State Leadership Conference in Marlborough, MA on November 18 – 21, 2017**  
**and**
- **One in-state overnight trip to SkillsUSA State Leadership and Skills Conference in Marlborough, MA on April 26 – 28, 2018**  
**and**
- **One out-of-state overnight trip to SkillsUSA National Leadership and Skills Conference in Louisville, KY on June 25 - 30, 2018.**

**Seconded by Mr. Gilbert.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**Mr. Olson moved that the District Committee vote to approve all in-state and out-of-state travel for Grace Kirrane in her responsibility as the National Region I Vice President of SkillsUSA.**

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**PRINCIPAL'S REPORT**

**Student Representative's Report**

Alex Commodore, Student Representative, presented his report. The JROTC students are planning a fund raiser to help the citizens of Houston and are planning a trip to Houston in February to help with reconstruction.

**Principal's Monthly Report**

Principal Browne welcomed everyone back for the new school year. He presented a written report with information on summer events held at the school.

- A total of 68 students (5 out-of district) attended Summer School – 67 graduated.
- There were two sessions for the Summer Academy. There were 30 students in Session #1 and 34 students in Session #2.
- Middle school students participated in the two week summer camp. This is an opportunity for the students to spend a week participating in a vocational or art based workshop.

The report included information on the School's opening efforts – new teacher orientation, freshmen orientation, bus drive orientation, faculty Professional Development Day, and upcoming events scheduled through October 5, 2017.

**Enrollment Report**

The Enrollment Report as of August 30, 2017 was presented for information.

**Mr. Barber moved that openings occurring in a town's or a city's quota be filled from the same town's / city's waiting list until such list is exhausted.**

**Seconded by Mr. Mollica.**

After conferring with Attorney Bell as to how this motion relates to the School's Admission Policy, Mr. Walker said he would entertain a motion to table to allow for more information to be presented to the School Committee.

**Mrs. Barclay moved to table the motion presented by Mr. Barber to allow time to check as to how it would relate to the current Admission Policy and to present the information to the School Committee.**

**Seconded by Mr. Simms.**

**Roll Call Vote – Airoldi yes; Barber, no; Barclay, yes; Boone, yes; Capone, yes; Commodore, yes, Cournoyer, yes; Cyganiewicz, yes; Gilbert, yes; Marshall, yes; Mollica, yes; Olson, no; Phillips, yes; Reynolds, yes; Simms, yes; Swenson, yes; Tourigny, no; Walker, yes; and Weeks, yes.**

**Count – 16 yes and 3 no.**

**Motion to table passed.**

### **Class of 2017 Plans**

A breakdown of the plans for the graduates of the Class of 2017 was presented – 232 students post-secondary education; 98 students working, 18 students military and 6 students other.

### **Approval of Faculty Guide for 2017-2018 School Year**

**Mrs. Barclay moved that the District Committee vote to approve the Faculty Guide for the 2017-2018 School Year, as presented.**

**Seconded by Ms. Marshall.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

## **PERSONNEL**

### **Appointments**

The following appointments have been made:

- Paraprofessionals - Rebecca Fluet, Desiree Accomando, and Haylie Kelley
- English Teachers – Natalie Chase and Kasey Wozniak (.6 FTE)
- English as a Second Language and English Teacher – Francis Freel
- Cosmetology Teacher – Stephanie Delphia
- Technology Teacher/Instructional Technologist – Ellen Gammel
- Chemistry Teacher – Andrew Giese
- Engineering Teacher – Samantha Harding
- Plumbing Teacher – Christopher Morrisette
- Physical Education Teacher (.5 FTE) – Lauren Hatfield
- Guidance Counselor – Kelsey McCarthy
- Vocational Specialist – Benjamin Robinson
- Inclusion Teacher – Laura Stem
- Veterinary Science Instructor – Christine Schlupf
- Speech Language Pathologist, Student Support Services: Special Education – Merissa Blaisdell

- Cafeteria Workers (substitutes to full time Cafe Workers) – Dolly L'Ecuyer, Tricia Khan, Melissa Lord, and Hannah Kelley
- Cook/Baker (Cafeteria Worker to Cook/Baker) – Rhonda Lison
- A list of the appointed Fall Coaches was provided

### **Retirements**

The following Notices to Retire have been received:

- David Frawley, Plumbing Instructor, as of June 30, 2017
- Beth Martellotta, Communications Specialist, at the end of the calendar year

### **Resignations**

The following have resigned:

- Emily Bedard, Cosmetology Instructor, effective June 27, 2017
- Nataly Colon, Purchasing/Inventory Assistant, effective June 29, 2017
- Matthew Palmer, Vocational Specialist, effective June 21, 2017

## **REPORTS BY SUBCOMMITTEES**

### **Financial Planning**

Mr. Commodore, Chairperson, said there was no report at this time.

### **Policy**

Mr. Gilbert, Chairperson, said that the Policy Subcommittee plans to meet on September 12, 2017.

### **Capital Improvements**

Mr. Cournoyer, Chairperson, said there was no report at this time.

### **Workforce**

Mr. Walker, Chairperson, said there was no update on negotiations and no meetings with the teachers' negotiation team are scheduled.

### **Student Advisory**

Mrs. Barclay, Chairperson, said that the Student Advisory Subcommittee will schedule a meeting with the students in the near future.

### **Technology (ad hoc)**

Mr. Olson, Chairperson, said that the Technology Subcommittee (ad hoc) has a meeting scheduled for September 18, 2017 at 7:30 am. The Subcommittee plans to submit a final report to the School Committee at the October meeting.

### **Scholarship (ad hoc)**

Mrs. Barclay, Chairperson, plans to schedule a organizing meeting of the Subcommittee next month.

**FINANCIAL MATTERS**

**Financial Statements**

The June and July 2017 Statements, the Statement of Accounts, and the Financial Statement for the Continuing Education Program were presented for perusal.

**Line Item Transfers**

Mrs. Barclay moved that the District Committee vote to transfer, in accordance with School Committee Policy, from and to the accounts within different function codes as outlined in the Business/HR Manager's memo of July 26, 2017.

Seconded by Mrs. Airoidi.

Vote – so voted.

Mr. Walker abstained from voting.

**Acceptance of Donation**

**Community Foundation of North Central Massachusetts**

Mrs. Barclay moved that the District Committee vote to accept the donation from the Community Foundation of North Central Massachusetts in the amount of \$69,075.86 as listed in the Business/HR Manager's memo of August 28, 2017 for the Veterinary Science Training Program Building.

Seconded by Mrs. Swenson.

Vote – so voted.

Mr. Barber, Mr. Mollica, Mr. Tourigny and Mr. Walker abstained from voting.

**Award of Bid #2018-01 Driveway Paving**

Mr. Olson moved that the District Committee vote to award the contract for driveway paving during the 2017-2018 school year to P. J. Albert, Inc., 199 Upham Street, Fitchburg, in the amount of \$76,216.00. Funds will be distributed from Account #1720, Extraordinary Maintenance Contract Services, FY 2017-2018.

Seconded by Mrs. Barclay.

Vote – so voted.

Mr. Walker abstained from voting.

**COMMUNICATIONS**

**Teachers' Information or Proposals**

No teachers were present this evening.

**School Committee Chairperson's Report**

Mr. Walker welcomed everyone back for the upcoming school year.

**1. Updated School Committee Meeting Schedule**

Mrs. Barclay moved that the District Committee vote to accept the updated School Committee meeting schedule as revised July 20, 2017.

Seconded by Mrs. Swenson.

Vote – so voted.

Mr. Walker abstained from voting.

**2. Public Records Requests**

Mr. Walker said that several requests for public records have been received and they will be filled in accordance with the Public Records Law.

**School Committee Comments**

Mr. Cyganiewicz thanked the members for their warm welcome.

Mr. Tourigny had concerns about the lack of a recording or a video of School Committee meetings.

Mr. Simms spoke about the outstanding dinner served this evening for School Committee members and new staff members.

Mrs. Swenson thanked the members for their support for her to attend SkillsUSA National Competition. At the event she received an award for her 20 years of service to SkillsUSA. She spoke about the event and all the wonderful students who competed.

Mr. Mollica spoke about the amazing things that took place in the school this summer.

Mr. Barber and Mr. Gilbert spoke about a Monty Tech graduate who was killed in an accident.

Mrs. Phillips thanked Committee members for the arrangement she received while recovering from her operation.

Mrs. Reynolds congratulated Mrs. Swenson on her SkillsUSA award.

Mr. Olson thanked the entire staff for the phenomenal opening of the school. He informed Committee members that his daughter, Evelyn, is a freshman.

Members welcomed Mr. Cyganiewicz, commented on the dinner for the Committee and new staff, and the Machine Shop tour.

Ms. Marshall was very interested in the Machine Shop tour.

**Adjournment**

**Mr. Cyganiewicz moved to adjourn.**

**Seconded by Mr. Capone.**

**Mr. Walker abstained from voting.**

The meeting adjourned at 9 pm.

**Vote – so voted.**

Sheila M. Harrity  
Superintendent-Director

T. Hillman, Recording Secretary