

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL  
Monty Tech Drive, Fitchburg, MA 01420  
Regular Meeting No. 130-667 - December 6, 2017

The Montachusett Regional Vocational Technical School held its regular meeting No. 130-667 on Wednesday, December 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
Ms. Melanie Weeks	Fitchburg
Mr. Edward Simms	Petersham
Mrs. Mary C. Barclay	Royalston
Mr. James S. Boone	Gardner
Mr. Peter B. Capone	Ashby
Mr. Austin Cyganiewicz	Winchendon
Mr. Eric Commodore	Gardner
Mr. Ronald Tourigny	Fitchburg
Ms. Whitney Marshall	Barre
Mrs. Barbara Reynolds	Lunenburg
Mr. Eric Olson	Phillipston
Mrs. Kathleen Airoidi	Hubbardston
Mrs. Toni Phillips	Athol
Mr. James Gilbert	Templeton

Members of the School Committee absent:

Mr. James Cournoyer	Holden
Mr. John P. Mollica	Princeton
Ms. Claudia Holbert	Fitchburg
Mrs. Diane B. Swenson	Ashburnham
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:

Alexander Commodore

School District Personnel present:

Andrea Bell, Esq.	Stoneman, Chandler & Miller LLP
Tammy Crockett	Business/Human Resource Manager
Thomas Browne	Principal
Christina Favreau	Director of Academic Programs
Victoria Zarozinski	Director of Student Support Services
Katy Whitaker	Development Coordinator
Pamela Pothier	Director of Technology
Keyna Thomas	Admin. Assist. to the Superintendent-Director
Chad Snyder	Audio/Visual Tech
Terri Hillman	Recording Secretary
Mary May-Lucchese	Director, Postgraduate and Continuing Studies

**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. Mr. Walker announced that Doneen Durling, of The Gardner News, will be making an audio recording of the meeting as allowed in the Open Meeting Law.

**INTRODUCTION OF GUESTS & VISITORS**

Ms. Audrey LaBrie, Vice Chair of the Winchendon Select Board, was introduced.

**APPROVAL OF MINUTES**

**Regular Meeting – November 15, 2017**

**Mrs. Barclay moved that the District Committee vote to approve the minutes of the regular meeting of November 15, 2017, as presented.**

**Seconded by Mrs. Capone.**

**Vote – so voted.**

**Mr. Cyganiewicz and Mr. Walker abstained from voting.**

**Executive Session – November 15, 2017**

Minutes of the executive session of November 15, 2017 were circulated at the table. A correction was noted on page 2, a) ...”to approve the Agreement dated September 1, 2017 through August 31, 2020 . . . .” There were 14 approvals and one not present at the executive session recorded.

**SUPERINTENDENT-DIRECTOR’S REPORT**

**Superintendent-Director Update**

Superintendent Harrity presented a PowerPoint update of activities as of December 6, 2017.

The District/School website is being updated. Katy Whitaker, Development Coordinator, is working on the project. The updated School Committee web page was shown.

Monty Tech has been selected to host the 2017 Wreaths Across America Escort Convoy. The Convoy, en-route to Arlington Cemetery, will arrive at Monty Tech on Tuesday, December 12, 2017 between 8:45 am – 9:15 am. Local veterans and their families will be recognized at the ceremony. School Committee members were invited to attend.

The MCJROTC students (50 students, 11 parents, and 2 JROTC instructors) will travel to Wharton, TX on February 19-23, 2018 to rebuild homes lost during Hurricane Harvey. The MCJROTC students raised \$42,737 from their recent march to support this effort. The U.S. Marine Corps has provided grant funds totaling \$48,000 to cover the airfare, ground transportation, and meals for all participants. Carpentry Instructor Peter Maxfield volunteered his time to teach the students and chaperons how to hang sheet rock in preparation for the trip.

May 7-11, 2018 will be celebrated as Leading the Nation week in Massachusetts to showcase public schools and their students' academic and creative successes. Governor Baker will be touring the schools showcased during this week and Monty Tech hopes to be a stop on his tour.

The Massachusetts STEM Advisory Council will meet at Monty Tech on January 25, 2018. The Council was established with a mission to expand STEM education for students across the Commonwealth.

Meetings were held with President Richard Lapidus, Fitchburg State University, and with President Jim VanderHooven, Mount Wachusett Community College, to discuss expanding Monty Tech's post-secondary partnerships.

### **Vet Tech Update**

Superintendent Harrity reported that progress on the Veterinary Science Training Center continues to progress providing hands-on learning opportunities for 50-60 students daily. Drywall installation is scheduled for the Christmas break followed by priming the outside wall. A work crew will then begin acoustical ceiling grid installation keeping electrical and HVAC students moving forward.

Photos of the Masonry, Plumbing, Carpentry, HVAC & Property Maintenance, and Electrical projects as well as a to date photo of the exterior of the building were presented.

### **Continuing Education Update**

Mary May-Lucchese, Director, Postgraduate and Continuing Studies, presented a PowerPoint of the Continuing Education Program at Monty Tech. Six Program goals have been established:

1. Roll out an entirely electronic registration and payment process
2. Update the web and social media presence
3. Increase enrollment
4. Increase workforce development programs
5. Increase the number of industry-recognized credentials earned by program participants
6. Increase partnerships with community service agencies

Enrollment increased from 580 participants in the fall of 2016-2017 to 881 participants in the fall of 2017-2018. Offerings in workforce development programs have increased including an evening Cosmetology Program. The number of industry-recognized credentials that program participants can earn has been increased. A list of the many personal enrichment courses that are offered was provided.

**PRINCIPAL'S REPORT**

**Student Representative's Report**

Alex Commodore, Student Representative, presented his report on students' activities.

- The Drama Club has started casting for "The Drowsy Chaperon".
- The athletic winter season has started.
- The SkillsUSA Award ceremony is scheduled for December 15, 2017. The SkillsUSA students are hosting a Holiday party for 20 kids from the Cleghorn Neighborhood Center on December 16, 2017.
- The JROTC cadets participated in Salvation Army fund raising and will continue to do so throughout the month. The cadets going to Texas in February have taken the construction class for hanging sheet rock and basic construction tool use and safety on a job site.
- Kyle Massak, Student Advisory member, attended the Central Mass Regional Student Advisory meeting at Hudson High School.

**Principal's Monthly Report**

Principal Browne presented a written report outlining November events.

- A list of the recently inducted students to the National Honor Society and list of the students qualifying for a second year as a member of the NHS was provided.
- Parent Teacher Conferences used the online scheduling system, *Pick-A-Time*, to schedule all conferences. Approximately 2,361 individual conferences were scheduled over the two conference dates.
- A list of upcoming events for December was presented.

**Enrollment/Withdrawal/New Entry Report**

The Enrollment/Withdrawal/New Entry Report (1,411 students) from November 4 through November 21, 2017 and the Discipline/Attendance Report for October 2017 was presented for perusal. The attendance percentage for October was 96.4%.

**Practical Nursing Program Advisory Committee**

Minutes of the Practical Nursing Program Advisory Committee meeting held on September 27, 2017 were presented for perusal.

**REPORTS BY SUBCOMMITTEES**

**Policy – Second Reading Section D: Fiscal Management**

**Mr. Gilbert moved that the District Committee accept the recommendation of the Policy Subcommittee and vote to approve for the second reading to revise the following policies:**

- Policies DAB, DBI, DBJ, DC, DD, DIE, DJ/DJB, DJA, DJE, DK, DKAB

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**Mr. Gilbert moved that the District Committee accept the recommendation of the Policy Subcommittee and vote to approve for a second reading to remove the following policies:**

- **Policy DEB – Revenue from State Tax Sources**
- **Policy DEC – Revenue from Federal Tax Sources**
- **Policy DKA – Payroll Procedures**
- **Policy DM – Cash in School Buildings**

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

### **Capital Improvements**

Mr. Cournoyer, Chairperson, was not present and there was no report at this time.

### **Workforce**

Tammy Crockett, Business/Human Resource Manager, said that all changes in the contracts approved at the November 15, 2017 School Committee meeting have been implemented.

### **Student Advisory**

Mrs. Barclay, Chairperson, said that the Student Advisory Subcommittee will meet in the spring.

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

Mrs. Barclay, Chairperson, said a meeting of the Scholarship (ad hoc) Subcommittee is scheduled for January 24, 2018.

## **FINANCIAL MATTERS**

### **Financial Statements**

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

### **Acceptance of Donation**

#### **Community Foundation of North Central Massachusetts**

**Mr. Commodore moved that the District Committee vote to accept the donation from the Community Foundation of North Central Massachusetts in the amount of \$15,655.81 as listed in the Business/HR Manager's memo of November 26, 2017 for the Veterinary Science Training Program Building.**

**Seconded by Mr. Barclay.**

**Vote – so voted.**

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

## **COMMUNICATIONS**

### **Teachers' Information or Proposals**

No teachers were present this evening.

**School Committee Comments**

School Committee members wished everyone a Merry Christmas, Happy Holidays, and Happy New Year.

**Adjournment**

**Mr. Capone moved to adjourn.**

**Seconded by Mr. Commodore.**

**Mr. Walker abstained from voting.**

**Vote – so voted.**

The meeting adjourned at 7:45 pm.

Sheila M. Harrity  
Superintendent-Director

Terri Hillman  
Recording Secretary