

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

Monty Tech Drive, Fitchburg, MA 01420

Regular Meeting No. 130-671– April 4, 2018

The Montachusett Regional Vocational Technical School held regular meeting No. 130-671 on Wednesday, April 4, 2018 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
Mrs. Diane B. Swenson	Ashburnham
Mr. Ross Barber	Westminster
Mr. James Cournoyer	Holden
Mr. John P. Mollica	Princeton
Dr. Robert Babineau	Fitchburg
Ms. Melanie Weeks	Fitchburg
Mr. Matthew Vance	Gardner
Mr. Edward Simms	Petersham
Mrs. Mary C. Barclay	Royalston
Mr. James S. Boone	Gardner
Mr. Austin Cyganiewicz	Winchendon
Mr. Ronald Tourigny	Fitchburg
Mr. William Brassard	Sterling
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. Peter B. Capone	Ashby
Ms. Whitney Marshall	Barre
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
James Hachey	Director of Vocational Programs
Christina Favreau	Director of Academic Programs
Victoria Zarozinski	Director of Student Support Services
Katy Whitaker	Development Coordinator
Pamela Pothier	Director of Technology
Dayana Carlson	Assistant Principal
Keyna Thomas	Administrative Assistant to the Superintendent-Director
Chad Snyder	Audio/Visual Tech
Terri Hillman	Recording Secretary

**CALL TO ORDER**

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

Doneen Durling, Gardner News reporter, informed Mr. Walker that she would be making an audio recording of the meeting.

**INTRODUCTION OF GUESTS & VISITORS**

**Presentation of Prudential Spirit of Community Award**

Michael Hartwell, Financial Professional Associate of the Greater New England Financial Group, presented the 2017 Prudential Spirit of Community medallion to Kira Andreucci. Kira is a junior from Fitchburg enrolled in Culinary Arts. She was given the award for outstanding service to her community. She will be further honored in Washington, DC, where she will receive \$1,000 and will be considered for ten national awards. Kira is the only high school student in the state of Massachusetts to be honored with this award.

**New School Committee Representative**

Mr. Walker introduced Dr. Robert Babineau, the newly elected School Committee representative for the City of Fitchburg.

**APPROVAL OF MINUTES**

**Regular Meeting – March 14, 2018**

Mrs. Barclay moved that the District Committee vote to approve the minutes of the regular meeting of March 14, 2018, with the following correction:

Page 4 – Enrollment Quota – delete “and to authorize the Dean of Students to accept up to 380 students after June 1, 2018.”

Seconded by Mrs. Reynolds.

Vote – so voted.

Mr. Cyganiewicz, Mr. Walker and Mrs. Weeks abstained from voting.

Mr. Olson moved that the District Committee vote to approve setting the enrollment quota for the class of 2022 at 370 students and to authorize the Dean of Admissions to accept up to 380 students after June 1, 2018.

Seconded by Mrs. Reynolds.

Roll Call Vote: Airoldi, yes; Babineau, abstain; Barber, no; Barclay, yes; Boone, yes; Brassard, yes; Cyganiewicz, yes; Cournoyer, yes; Gilbert, yes; Mollica, no; Olson, yes; Phillips, yes; Reynolds, yes; Simms, yes; Swenson, yes; Tourigny, no; Vance, no; Walker, abstain, and Weeks, yes.

Count - 13 yes; 4 no; and 2 abstentions.

Motion passed.

**SUPERINTENDENT-DIRECTOR’S REPORT**

**Superintendent-Director's Update**

Superintendent Harrity presented a PowerPoint update of activities as of April 4, 2018.

- Tammy Crockett, Business Manager, and the Superintendent-Director have presented the FY 2019 budget information to Finance Subcommittees and Board

- of Selectmen in Princeton, Sterling, Lunenburg, Templeton, Barre, and Phillipston. On April 5<sup>th</sup> they will present in Winchendon.
- On March 23<sup>rd</sup> met with the Fitchburg State University (FSU) leadership team to discuss the expansion of the articulation agreements with Mount Wachusett Community College (MWCC) to include seamless transfer to FSU.
  - An application for a FY19 Skills Capital Grant in the amount of \$611,628 has been submitted. Programs that will benefit from this grant are Electrical, Engineering, and CAD Drafting & Design.
  - Victoria Zarozinski has been awarded the annual Thomas S. Green Public Service Award. The awards are given each year by the Worcester Regional Research Bureau to honor public employees who show exceptional competence in their jobs, as well as community involvement outside of their work. The award will be presented April 26<sup>th</sup> at Assumption College.
  - Dr. Harrity, three administrators and one teacher will travel to the State House on April 5<sup>th</sup> to attend the Leading the Nation State House Event. The Monty Tech video of the Vet Tech building was one of four chosen across the state to be featured at this Event.
  - The 31<sup>st</sup> Annual Superintendent's Dinner is scheduled for Wednesday, April 11<sup>th</sup>.

The video that will be shown at the State House Event – *Leading the Nation in Vocational Training* – was shown to the School Committee members. The video was produced by the Monty Tech Communications Department.

### **Vet Tech Update**

Superintendent Harrity included photos showing the construction progress on the Veterinary Science Training Center in her PowerPoint. Prior to the May 2, 2018 School Committee meeting, members are invited to tour the building to see the beautiful work done by our students and staff to date.

### **School Choice for the 2018-2019 School Year**

**Mrs. Barclay moved that the District Committee vote to accept School Choice students for the 2018-2019 school year for grades 10, 11 and 12 only.**

**Seconded by Mrs. Reynolds.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

### **Update District Improvement Plan 2015-2018**

Superintendent Harrity presented the report of the District Improvement Plan, 2015-2018. The three-year plan included eight goals – Vocational Curriculum, Articulation Agreements, Dual Enrollment Programs, Advanced Placement Offerings, Technology, Chapter 74 Programs, School Safety, and Writing Across the Curriculum. The District Objective for each goal was outlined and completion results were given. Document Appendices were presented with additional information and results for five of the goals.

Highlights from the appendices:

- 567 industry-recognized Credentials and Certifications were earned by MRTVS students during the 2016-2017 school year.

- There are over 100 Articulation Agreements.
- The Technology Plan 2017-2018 to 2019-2020 has been completed.
- Students can access college level coursework through increased Advanced Placement offerings, Dual Enrollment courses, and new/revised articulation agreements. Three new Dual Enrollment opportunities will be added.
- Writing Across the Curriculum – a variety of instructional assessment and technology-based strategies in order to improve student performance on open response questions have been implemented.

**JROTC Cyber Team Out-of-State Field Trip**

**Mrs. Barclay moved that the District Committee vote to approve the overnight out-of-state trip for five students and two chaperones to Baltimore's Inner Harbor, from April 15 -18, 2018, to compete in the Air Force Association's National CyberPatriots Competition finals, with all expenses to be paid by the Marine Corps JROTC.**

**Seconded by Mrs. Reynolds.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**PRINCIPAL'S REPORT**

**Student Representative's Monthly Report**

Alexander Commodore, Student Representative to the School Committee reported on college and career planning for juniors, the Drama Club presentation of *The Drowsy Chaperone*, the Prom on May 1<sup>st</sup> and Skills USA State Competition on April 26 – 28, 2018 in Marlborough.

**Principal's Monthly Report**

Principal Browne presented a written report outlining March 2018 events.

- The annual open house was held on March 14<sup>th</sup>. The evening began with a spaghetti supper provided by Sean Lowe and his cafeteria staff. Hundreds of community members toured the school during the evening to get a sense of Monty Tech's academic and vocational programs. Each program offered door prizes and raffle items.
- Participating communities in the Spring VIP Session which began on March 15<sup>th</sup> are Ashby (Hawthorne Brook), Fitchburg (McKay Memorial, Longsjo, and St. Bernard's), Petersham, and Royalston (Athol-Royalston MS). A total of 220 students are participating in the program.
- The MEFA College Admissions Seminar was held on March 20<sup>th</sup>. Approximately 125 students and guardians participated in the event.
- SkillsUSA District Competitions were held on March 24<sup>th</sup> at Bay Path RVTS. A list of medal winners was provided with the students' trades and communities.

Upcoming events in April were listed in the report.

**Enrollment/Withdrawal/New Entry Report**

The Enrollment/Withdrawal/New Entry Report from February 23, 2018 through March 23, 2018 and the Discipline/Attendance Report for February 2018 were presented for perusal. The attendance percentage for February was 93.8%.

**Vote to Approve 2018-2019 School Calendar**

**Mr. Olson moved that the District Committee vote to approve the 2018-2019 School Calendar as presented.**

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**PERSONNEL**

**Retirement**

Colleen Conner, Administrative Assistant to the School of Continuing Education has submitted a letter announcing her intent to retire effective August 31, 2018.

**REPORTS BY SUBCOMMITTEES**

**Financial Planning**

Eric Olson, Chairperson of the Financial Planning Subcommittee, said that Administration is out in full force presenting the FY2019 Budget to member cities and towns. He asked the members to support the effort when the budget is presented at their city or town.

**Policy**

Mr. Gilbert, Chairperson of the Policy Subcommittee, had no report at this time. The Subcommittee had to cancel several scheduled meetings and will reschedule.

**Capital Improvements**

Mr. Cournoyer, Chairperson of the Capital Improvements Subcommittee, had nothing to report at this time.

**Workforce**

Mr. Cournoyer, Chairperson of the Workforce Subcommittee, presented the timeline for the Superintendent-Director's Evaluation for 2017-2018 and Goal Setting for 2018-2019.

**Student Advisory**

Mrs. Barclay, Chairperson of the Student Advisory Subcommittee, had nothing to report at this time.

**Scholarship (ad hoc)**

Mrs. Barclay, Chairperson of the Scholarship (ad hoc) Subcommittee, will be scheduling a meeting at the end of April.

**FINANCIAL MATTERS**

**Financial Statements**

The February 2018 Statement, the Statement of Accounts, and the Financial Statement for the Continuing Education Program were presented for perusal.

**Acceptance of Donations**

**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**

**\$38,762.70 as listed in the Business/HR Manager's memo of March 26, 2018 for the Veterinary Science Training Program Building.**

**Seconded by Mrs. Airoidi.**

**Vote – so voted.**

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

**Donation – BNY Mellon**

**Mrs. Barclay moved that the District Committee vote to accept \$1,500 from BNY Mellon made on behalf of Eric Commodore's volunteer time to be used for the JROTC program.**

**Seconded by Mrs. Reynolds.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**Donation – TYCO**

**Mrs. Reynolds moved that the District Committee vote to accept \$450 from TYCO made on behalf of Claudia Commodore to be used for the JROTC program.**

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**COMMUNICATIONS**

**Teachers' Information or Proposals**

No teachers were present this evening.

**Reorganization of School Committee**

**Mrs. Reynolds moved the School Committee reorganize for the ensuing year and elect the current slate of officers:**

- **Chairperson**                      **Brian Walker**
- **Vice Chairperson**              **Diane Swenson**
- **Secretary**                        **Sheila M. Harrity**
- **Recording Secretary**        **Theresa Hillman**
- **Treasurer**                        **Norman LeBlanc**
- **Assistant Treasurer**        **Barbara Reynolds**

**Seconded by Mrs. Barclay.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

**School Committee Chairman Report**

**Attorney General Correspondence – Open Meeting Law Complaint**

A copy of the letter dated March 21, 2018 from the Office of the Attorney General to Mayor Mark Hawke, City of Gardner, regarding the open meeting law complaint filed by the Mayor was presented for information.

**Electronic Copies of School Committee Packets**

Discussion took place regarding electronic copies of School Committee packets. This process could begin with school year 2019. The Policy Subcommittee will check to make sure school policy aligns with this practice.

**School Committee Information or Proposals**

**Draft Letter to Communities Regarding School Committee Election/Appointment**

A draft letter to the Monty Tech District Communities regarding the wording in the District Agreement pertaining to the election/appointment of new representatives from their cities and towns was presented for information.

**Mrs. Barclay moved that the letter presented be sent with the following changes:**

- **Make date current with date it will be sent to include copy of District Agreement.**
- **First paragraph – change “towns” to “communities”.**
- **First paragraph, final sentence - “Therefore, under cover of this letter, it is providing all member communities with a copy of the language of the Agreement and a summary of the appointment requirements to the Monty Tech School Committee.”**
- **Second paragraph – change “towns” to “communities”**
- **1. Change first sentence - “For member towns, a school committee representative to Monty Tech appointed by a majority vote of the Board of Selectmen, Town Moderator and local School Committee members.”**
- **Last sentence in letter, change to “Thank you in advance for your efforts.”**
- **Before cc: Dr. Sheila Harrity, add “Enclosure – District Agreement.”**

**Seconded by Mrs. Reynolds.**

**Vote – so voted.**

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

**Request to Attend the 2018 National CyberPatriots Competitions**

**Mr. Olson moved that the District Committee vote to approve the mileage reimbursement for Mary Barclay to attend the 2018 National CyberPatriots Competition in Baltimore's Inner Harbor not to exceed \$450.**

**Seconded by Mr. Vance.**

**Vote to voted.**

**Mrs. Barclay and Mr. Walker abstained from voting.**

**School Committee Comments**

School Committee members welcomed Dr. Robert Babineau.

Mrs. Swenson encouraged School Committee members to attend the SkillsUSA State Competitions in Marlboro.

**Adjournment**

**Mr. Cyganiewicz moved to adjourn.**

**Seconded by Mr. Olson.**

**Vote – so voted.**

**Mr. Walker abstained from voting.**

The meeting adjourned at 9:25 pm.

Sheila M. Harrity, Ed.D.  
Superintendent-Director

Terri Hillman  
Recording Secretary