

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
Monty Tech Drive, Fitchburg, MA 01420
Regular Meeting – October 28, 2015

The Montachusett Regional Vocational Technical School held regular meeting No. 130-641 on Wednesday, October 28, 2015 at 7 pm at the Montachusett Regional Vocational Technical School, Monty Tech Drive (off 1050 Westminster Street), Fitchburg, Massachusetts.

The following members were present:

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| Mrs. Barbara Reynolds | Lunenburg | |
| Mr. Ross Barber | Westminster | |
| Mr. Ronald Tourigny | Fitchburg | |
| Mr. John P. Mollica | Princeton | |
| Mrs. Diane B. Swenson | Ashburnham | |
| Mrs. Mary C. Barclay | Royalston | |
| Mrs. Helen A. Lepkowski | Gardner | |
| Ms. Claudia Holbert | Fitchburg | |
| Dr. Kenneth I. H. Williams | Sterling | |
| Mr. Eric Commodore | Gardner | |
| Mr. Eric Olson | Phillipston | |
| Mrs. Kathleen Airoidi | Hubbardston | |
| Mrs. Toni Phillips | Athol | |
| Mr. James M. Gilbert | Templeton | (arrived at 8:40 pm) |

Members of the School Committee absent:

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|-----------------------------|------------|
| Mr. James Cournoyer | Holden |
| Mr. LeRoy Clark | Fitchburg |
| Mr. Edward Simms | Petersham |
| Mr. Peter B. Capone | Ashby |
| Mr. Burton E. Gould, Jr. | Winchendon |
| Mr. Brian Walker | Fitchburg |
| No appointed representative | Barre |
| No appointed representative | Harvard |

Officer of the School Committee present:

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| Dr. Sheila M. Harrity | Superintendent-Director |
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Officer of the School Committee absent:

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| Norman J. LeBlanc | District Treasurer |
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Student Representative to the School Committee present:

Emily Repaal

School District Personnel present:

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| Andrea Bell, Esq. | Legal Counsel |
| Tammy Crockett | Business Manager |
| Thomas Browne | Principal |
| James Hachey | Director of Vocational Programs |
| Christina Favreau | Director of Academic Programs |
| Francine Duncan | Director of Technology |
| Katy Whitaker | Development Coordinator |
| Richard Ikonen | Director of Facilities |
| Christine Krause | Administrative Assistant to the Superintendent-Director |
| Jonathan Hurd | AV Technician |
| Terri Hillman | Recording Secretary |

CALL TO ORDER

Mrs. Reynolds, Chairperson, called the meeting to order at 7:02 pm and welcomed everyone. The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting – October 7, 2015

Mr. Olson moved to approve the minutes of the regular meeting of October 7, 2015 as presented.

Seconded by Mrs. Swenson.

Vote – so voted.

Mrs. Airoidi and Mrs. Reynolds abstained from voting.

The minutes of the executive session of October 7, 2015 were presented at the table and 12 approvals and 1 not present at the meeting were recorded.

SUPERINTENDENT-DIRECTOR'S REPORT

Tour of Health Occupations and Simulation Lab

School Committee members, administrators, and others in attendance went to the Health Occupations and Simulation Lab. The Health Occupation instructors and students provided a demonstration of the simulation lab.

Marketing Plan

Katy Whitaker, Development Coordinator, presented a PowerPoint of Monty Tech's Marketing & Outreach Plan. The presentation included a review of the 10-year history of applications, a review of the sending school enrollment data, and the efforts to increase application numbers. Also included was a budget review of Marketing, VIP, Summer Camps and a monthly review of key activities and events from August 2014 to the present. Information regarding on-going marketing efforts and plans to honor Monty Tech's 50th Anniversary Celebration concluded the presentation.

Dedication

Mrs. Lepkowski moved that the District Committee approve the placing of a commemorative plaque in honor of Bob Saccone in the Mountain Room Restaurant.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Policy FF – Naming Facilities – contains reference to the installation of commemorative plaques on school premises. However, it does not contain this wording in the section of placing the item on the agenda and requiring an affirmative vote at two consecutive meetings. After discussion, Committee members decided that the above vote is all that is required at this time for the placing of the plaque. The Policy Subcommittee will consider Policy FF at a future meeting for an update on the wording.

The Monty Tech Foundation Committee will pay for the plaque and there will be a mock up of the proposed plaque for the School Committee's review at the next meeting.

Superintendent's Update

Superintendent Harrity presented her Superintendent's Update. She was appointed Vice Chair of the Board of Higher Education. Other information in her report:

- Continues to meet with her Superintendent Induction Program coach, Tom Kingston
- Draft of the 3-year Technology Plan was reviewed at the Technology ad hoc meeting
- Monty Tech was featured in the District Administration Magazine. Copy of article presented at meeting.
- She and Principal Browne met with each Academic Liaison to discuss the District Improvement Plan and solicited feedback
- Spirit Week at the school was a great success

Superintendent Harrity attended several meetings including the Shine Initiative function at Mechanics Hall, the Worcester County's Superintendents' meeting, met with John DeMalia, President & CEO from Community Health Connections, and met with the Executive Director of United Way. She also met with potential funders of the Vet Tech Project and received a \$5,000 donation for the project.

PSAT's were administered to 237 Monty Tech juniors and 30 sophomores in preparation for college readiness. Four articulation agreements with Mount Wachusett Community College (MWCC) were renewed and/or revised. Superintendent Harrity met with President Asquino and his administration team to develop the next steps in strengthening Monty Tech's school-higher education partnership.

Superintendent Harrity presented information on the Monty Tech's safety plans.

Other

As requested, Superintendent Harrity checked on MAVA use of the building. There is no charge for the classes they hold at Monty Tech. Monty Tech serves as the host so our teachers can take the classes at a cost saving.

PRINCIPAL'S REPORT

Student Representative's Monthly Report

Emily Repaal, Student Representative, reported on the many student activities at the school:

- National Honor Society – 27 students will be inducted
- JROTC raised \$18,000 to \$19,000 on their recent march
- NEADS graduation will be held at Monty Tech in November
- SkillsUSA is raising funds to help a child in need
- Spirit Week was really awesome

Principal's Monthly Report

Principal Thomas Browne presented a written report on October events.

- The Montachusett Suicide Prevention Task Force recognized Victoria Zarozinski, Kim Curry and Pete Gallant as outstanding community leaders and contributors toward the outreach and fund raising efforts conducted by the task force.
- Honor Roll Dinner was held on October 8 and 15. This year 302 students were recognized.
- VIP Session #1 was held and a total of 269 students participated. VIP Session #2 will begin on March 17, 2016.
- Members of the Guidance Department insured that the PSAT's went off in a timely manner and without disruption.
- Six students from Graphic Communications Department participated in the SHINE Initiative's 9th Annual Keep Your Mind Open Gala at Mechanics Hall, Worcester.
- Approximately 660 students attended the Annual Tour Day.

Principal Browne listed upcoming events for November.

Enrollment/Withdrawal/New Entry Report and Discipline/Attendance Report

The Enrollment/Withdrawal/New Entry Report through October 19, 2015 and the Discipline Report through October 28, 2015 was presented for information. The attendance percentage for September was 99.2%.

PERSONNEL

Appointments

- Heather B. Gray Permanent Substitute - Special Education Teacher
- Kathryn Schmidt Dean of Students

Retirements

- Francine K. Duncan Director of Technology - effective May 2, 2016

Mrs. Swenson moved that a letter be sent to Ms. Duncan thanking her for her many years of service to Monty Tech (hired in 1994) and wishing her well in retirement.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

REPORTS BY SUBCOMMITTEES

Financial Planning

Mr. Commodore, Chairperson, said that the Financial Planning Subcommittee met prior to tonight's full Committee meeting. Dates for future meetings were scheduled and the budget calendar was discussed. Budget requests are being collected and the public hearing on the budget will be held on March 2, 2016.

Policy

Mrs. Barclay, Chairperson, said that the Policy Subcommittee met in October and approved Administrative Job Descriptions and an Organizational Chart. Copies were presented to the full Committee.

Mrs. Barclay moved that the District Committee vote to accept the recommendation of the Policy Subcommittee to approve the Administrative Job Descriptions.

Seconded by Mrs. Lepkowski.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Mrs. Barclay moved that the District Committee vote to accept the recommendation of the Policy Subcommittee to approve the Organizational Chart.

Seconded by Mrs. Lepkowski.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Capital Improvements

Mrs. Swenson, Chairperson, said that the Capital Improvements Subcommittee met but did not have a quorum present so the meeting was informational. Those present discussed the school bank and placement of signs for the bank, old gym repairs, and a tentative schedule of meetings. The next meeting is scheduled for November 19, 2015.

Workers' Credit Union Sign

Mrs. Swenson moved that the District Committee vote to approve the installation of a permanent Workers' Credit Union Sign to the Monty Tech electronic sign in front of the School.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Lepkowski, Mrs. Reynolds and Dr. Williams abstained from voting.

Workforce

Mr. Walker, Chairperson, was not present this evening. A summary of changes to the Superintendent-Director's Performance Goals was presented.

Mrs. Barclay moved that the District Committee vote to accept the Superintendent-Director's evaluation tool as provided in the packet for the 2015-2016 school year.

Seconded by Mrs. Swenson.

Vote – so voted.

Mr. Olson, Mrs. Reynolds, and Dr. Williams abstained from voting.

Student Advisory

Mrs. Lepkowski, Chairperson, said that the Student Advisory Subcommittee will meet with the students on October 29, 2015 at 11 am.

Legal Services (ad hoc)

Mrs. Barclay moved that the District Committee vote to accept the recommendation of the Legal Services ad hoc Subcommittee to approve the Legal Services Retainer Agreement with Stoneman, Chandler & Miller LLP effective July 1, 2015 to June 30, 2018.

Seconded by Mrs. Swenson.

Vote – so voted.

Mr. Olson, Mrs. Reynolds and Dr. Williams abstained from voting.

Technology (ad hoc)

Mr. Olson, Chairperson, said the Technology Subcommittee met on October 22, 2015. The Subcommittee is receiving feedback from administration and teachers. He invited School Committee members to join the Subcommittee.

FINANCIAL MATTERS

Approval of Health Insurance Rates

Mrs. Swenson left the meeting room before discussion of the Health Insurance Rates due to a possible conflict of interest.

Mr. Olson moved that the District Committee vote to approve the Health and Dental Insurance Rates as presented by the Business Manager.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Mrs. Swenson returned to the meeting room after the vote was taken.

Financial Statements

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

COMMUNICATIONS

Teachers Information or Proposals

No report this evening.

School Committee Chairperson's Report

Mrs. Reynolds said that Harvard is actively looking for a resident to represent the town on the District Committee. She updated members on the health of Mr. Simms, and Mr. Clark. She has visited former member, John Scott.

Mrs. Reynolds will:

- Contact MASC for a facilitator to conduct a workshop for the Committee possibly in January
- Arrange a Holiday Gathering at Sonoma Restaurant on December 14, 2015
- Thanked Dr. Harrity and Mr. Browne for their written reports

School Committee Comments

Mr. Mollica thanked Katy Whitaker for the reports she presented this evening.

Mr. Tourigny said he is happy to have legal representation at the meetings.

Mr. Olson welcomed Attorney Bell. He thanked the teachers for the tour at the Health Occupations and Simulation Lab..

Adjournment

Mr. Olson moved to adjourn.

Seconded by Mrs. Swenson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

The meeting adjourned at 9:30 pm.

Sheila M. Harrity
Superintendent-Director

T. Hillman, Recording Secretary