

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL
Monty Tech Drive, Fitchburg, MA 01420
Regular Meeting No. 130-646 – April 6, 2016

The Montachusett Regional Vocational Technical School held regular meeting No. 130-646 on Wednesday, April 6, 2016 at 7 pm at the Montachusett Regional Vocational Technical School, Monty Tech Drive (off 1050 Westminster Street), Fitchburg, Massachusetts.

The following members were present:

Mrs. Barbara Reynolds	Lunenburg
Mr. Ross Barber	Westminster
Mr. Ronald Tourigny	Fitchburg
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. Burton E. Gould, Jr.	Winchendon
Mr. Brian Walker	Fitchburg
Ms. Claudia Holbert	Fitchburg
Ms. Whitney Marshall	Barre
Dr. Kenneth I. H. Williams	Sterling
Mr. Eric Commodore	Gardner
Mr. Eric Olson	Phillipston
Mrs. Kathleen Airoidi	Hubbardston
Mrs. Toni Phillips	Athol

Members of the School Committee absent:

Mr. James M. Gilbert	Templeton
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:

Emily Repaal

School District Personnel present:

Colby Brunt, Esq.	Stoneman, Chandler & Miller LLP
Tammy Crockett	Business/Human Resources Manager
Thomas Browne	Principal
James Hachey	Director of Vocational Programs
Christina Favreau	Director of Academic Programs
Victoria Zarozinski	Support Services, Special Education Director
Katy Whitaker	Development Coordinator
Pamela Pothier	Director of Technology
Richard Ikonen	Director of Facilities
Dayana Carlson	Assistant Principal
Christine Krause	Administrative Assistant to the Superintendent-Director
Chad Snyder	AV Technician
Terri Hillman	Recording Secretary

CALL TO ORDER

Mrs. Reynolds, Chairperson, called the meeting to order at 7:03 pm and welcomed everyone. The meeting opened with the Pledge of Allegiance. Mrs. Reynolds introduced Ms. Whitney Marshall the newly appointed representative from Barre. She also introduced Colby Brunt, Esq., tonight's representative from Stoneman, Chandler & Miller, LLP.

INTRODUCTION OF GUESTS & VISITORS

Presentation of the Prudential Spirit of Community Award

Mr. Stephen Goudreau, Prudential Representative, presented the 2016 Prudential Spirit of Community medallion to Kira Andreucci. Kira is a freshman in Culinary and resides in Fitchburg. The Prudential Award is a national award program and given to only a select few students in the country. Mr. Goudreau read Kira's impressive resume and recognized her as a distinguished student.

Public Comment on the FY17 Budget

Mr. LeRoy Clark, Fitchburg, was present at the FY2017 Budget Public Hearing on March 2, 2016. However, the Public Hearing was closed before Mr. Clark had the opportunity to speak and he has been invited to address the School Committee at tonight's meeting.

Mr. Clark addressed concerns with several items in the Tentative FY17 Budget. After his presentation, Mr. Gould suggested that his concerns be given to the Financial Subcommittee and a report brought back to the full Committee. After further discussion, School Committee members determined no action was needed.

Mr. Clark also spoke about the selection process in the Admission Policy.

Suspension of Rules

Mr. Gould moved to suspend the rules to take up

- 1. Item 4 a) and allow Emily Repaal, Student Representative to the School Committee, to present her report**
- 2. Item 7 a) the Audit Report.**

Seconded by Mr. Olson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Student Representative's Monthly Report

Emily Repaal, Student Representative, reported on the many student activities at the school during the past month.

- The Military Formal was a great success.
- The JROTC had the annual change of officers. Emily is now a Sergeant Major.
- SkillsUSA State Competitions are scheduled for April 28-30, 2016 in Marlborough.
- Spring sports have started.
- Prom tickets went on sale today. The theme this year is “Country Romance”.
- The Senior Class trip is scheduled for Boston.

- The Mr. Monty Tech competition was a fun night.

Audit Report

Patrice Squillante, Melanson Heath, presented the following documents resulting from Melanson Heath's audit of Monty Tech's financial books for the year ended June 30, 2015:

1. Independent Auditor's Reports Pursuant to Governmental Auditing Standards and the Single Audit Act Amendments of 1996
2. Annual Financial Statements
3. Management Letter

She gave an overview of how the audit is conducted. In fiscal year 2016, there will be significant new requirements related to single audits. Melanson Heath recommends that the District prepare for this change by training staff and establishing documented policies and procedures as recommended in their Management Letter.

APPROVAL OF MINUTES

Regular Meeting – March 2, 2016

Mr. Olson moved to approve the minutes of the regular meeting of March 2, 2016, with the following addition:

Page 3 – Public Hearing - 5th paragraph - “Mr. Leroy Clark, Fitchburg, was present but did not speak.” This needs to be added to the March 2, 2016 minutes.

Seconded by Mrs. Swenson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

SUPERINTENDENT-DIRECTOR’S REPORT

Approval of Out-of-State Field Trip for JROTC Students – Baltimore's Inner Harbor

Mrs. Barclay moved that the District Committee approve the overnight out-of-state field trip for six students and two chaperones to Baltimore's Inner Harbor requested by JROTC to compete in the Air Force Association's National CyberPatriot Competition from April 10-14, 2016. All expenses will be paid by MCJROTC Headquarters.

Seconded by Mr. Boone.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Approval of Out-of-State Field Trip for JROTC Students – New York City

Mr. Capone moved that the District Committee approve a 1-day out-of-state field trip to New York City for fifty students and four chaperones on April 24, 2016 to visit the 9/11 Memorial Museum and the Statue of Liberty. Bus transportation will be paid for by the Marine Corps.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Monty Tech Vet Tech Program Update

Superintendent Harrity gave a PowerPoint presentation updating the Monty Tech Vet Tech Program. Phase I, the design and construction costs and total projected cost is \$2,250,000 as of April 6, 2016. The projected cost has been increased to allow for increasing the building size (7,500 sq. ft. at \$300 per sq. ft.) as recommended. To date, \$1,891,461 of financial support has been committed.

Phase II, the equipment, supplies and materials needed for the project and Phase III, Staffing financial commitments remain the same as previously reported.

Superintendent Harrity gave an update on the Building and Permit(s) requested for the project.

Superintendent's Update

Superintendent Harrity presented a written report of her activities in March.

- She continues to meet with her coach, Tom Kingston. She attended a full day session on March 16.
- Three Year Technology Plan. The Plan describes the Chromebook initiative which will provide each student with a Chromebook at the start of the 2016-2017 school year. Plans for the roll-out as well as professional development for staff are in the planning stage.
- E-Rate. TECedge Services has been selected to file E-Rate Category One and Category Two applications for the school. Category One would provide discounted bills for eligible services related to telecommunications and Internet Services. Category Two would make Monty Tech eligible to receive approximately \$107,625 for services over the next four years.
- National: Spoke with Senator Warren's Education Consultant regarding the Perkins Re-authorization Act.
- District: Bert Jacob, "Life Is Good" founder, spoke on March 4, 2016. The donor for the Motivational Speaker Day has pledged \$25,000 for a speaker in 2017. Attended Finance Committee meetings in Lunenburg, Petersham, Winchendon, Phillipston and Hubbardston.
Met with the Chair and Vice Chair of the NEASC Visiting Committee.
- Community: Met with the Fitchburg Sentinel Editorial Staff regarding a Monty Tech 50th Anniversary Special Edition. Met with the Landmark representative regarding a special feature highlighting Monty Tech's past, present and future. Met with Mayor Stephen DiNatale, Fitchburg, and spoke at the Athol Rotary Club.
- College Readiness: A new articulation agreement between MWCC and our Health Occupations Program has been created. Students can receive nine credits toward the Medical Assisting Associate Degree with a cost savings for the student of \$2,193. Other articulation agreements are being created or renewed which will save Monty Tech students time and money.

- Career Readiness: Had several meetings with Lamoureux and Pagano and Veterinarian's to design floor plan for the Vet Tech building. Met with the Vice President of Winn Development to discuss the Vet Tech Clinic construction. A Vet Tech news release was sent to area newspapers on March 10, 2016.

Atlas Rubicon Curriculum Mapping Presentation

Ms. Katy Whitaker, Development Coordinator, gave a PowerPoint presentation regarding Curriculum Mapping and the next steps the School will take. Atlas Rubicon is a software program being used by several vocational schools. On November 9, 2015 teachers began curriculum mapping and a lesson planning program. While the teachers were working on their programs, students participated in scheduled education in the shops.

Admissions Procedure

Superintendent Harrity was planning to present a report on the admissions practice, time line, policy, procedure and data. Discussion ensued.

Mr. Mollica moved that the District Committee table discussion of the Admissions Update.

Seconded by Mr. Gould.

Roll Call Vote – Airoidi, no; Barber, yes; Barclay, no; Boone, no; Capone, yes; Commodore, no; Cournoyer, no; Gould, yes; Holbert, no; Marshall, no; Mollica, yes; Olson, no; Phillips, no; Reynolds, no; Simms, no; Swenson, no; Tourginy, yes; Walker, yes; Weeks, no; and Dr. Williams, yes.

Count – 7 yes; 13 no.

Motion to table lost.

Mr. Mollica had questions about the selection criteria and requested a review. The Department of Elementary and Secondary Education (DESE) notified Mrs. Barclay, Chairperson of the Policy Subcommittee, on March 21, 2016 that the District's Admissions Policy, with further amendments and updates, has been approved and is in compliance. Mrs. Barclay has scheduled a Policy Subcommittee meeting for April 26, 2016 to review the approved policy.

Dr. Williams moved to table the whole topic.

Seconded by Mr. Gould.

Roll Call Vote – Airoidi, no; Barber, yes; Barclay, no; Boone, yes; Capone, yes; Commodore, no; Cournoyer, no; Gould, yes; Holbert, no; Marshall, abstain; Mollica, yes; Olson, no; Phillips, no; Reynolds, yes; Simms, no; Swenson, yes; Tourginy, yes; Walker, yes; Weeks, no; and Dr. Williams, yes.

Count – 10 yes; 9 no; 1 abstention..

Motion to table passed.

PRINCIPAL'S REPORT

Principal's Monthly Report

Principal Thomas Browne presented a written report on March events. He presented information on the Motivational Speaker Day on March 4, 2016. He thanked Superintendent Richard Martin, Franklin County Tech, for his assistance. All Franklin County seniors joined Monty Tech for the presentation.

More than 100 Monty Tech students participated in the SkillsUSA District competition. They won 47 medals – 12 gold, 16 silver, and 19 bronze. He listed all the students who participated and their competition. Many of the students will compete at the state level in Marlborough on April 28-30, 2016.

The Annual Open House on March 16 was very well attended. Nearly four hundred tickets were purchased for the spaghetti supper and the line into the lobby was practically non-stop. Mr. Gould congratulated administration and staff for the great job they did for the Open House.

VIP Session #3 started on March 17, 2016 with 215 students registered. Participating communities are Ashby, Athol, Fitchburg, Petersham and Royalston.

During the week of March 28, a Mass Construction Career Development Program was held. It is a five-day program directed at preparing individual students to enter one or more registered apprenticeship programs. Students completing the program receive 30 hours of articulated credit towards the first year's classwork requirement upon acceptance into the Laborers' or the Carpenters' Apprenticeship Programs.

Mr. Browne presented a list of upcoming events for April/May.

Vote to Approve the 2016-2017 School Calendar

Mrs. Barclay moved that the District Committee approve the School Calendar for the 2016-2017 School Year as submitted.

Seconded by Mr. Commodore.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Mr. Browne pointed out that due to MCAS testing in May 2017 there will have to be two B weeks back to back. Mr. Paul Cormier, President of the MRTA, said that the double B weeks have an impact on Co-op students and the employers.

Proposed Changes to the 2016-2017 Student Handbook

Mr. Browne presented edits and additions to the 2016-2017 Student Handbook.

Mr. Paul Cormier, President of the MRTA, presented the results of a vote by the teachers in regard to proposed page 33 of the handbook. This is the proposed change to allow the use of Electronic Devices. He pointed out problems with allowing use of the devices during the school day and asked that the section not be changed at this time to allow for further study.

Mrs. Barclay moved that the District Committee approve the proposed changes for the 2016-2017 Student Handbook as submitted with the exception of the section on Electronic Devices on page 33 which requires further study.

Seconded by Mrs. Swenson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

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

The Enrollment/Withdrawal/New Entry Report from February 20, 2016 through March 24, 2016 and the Discipline Report for the month of February 2016 were presented for information. The attendance percentage for February was 95.4%.

PERSONNEL

Appointment

Ms. Pamela Pothier, Ashburnham, was appointed Director of Technology, effective April 1, 2016.

Retirement

Ms. MaryJane Rossbach, Cafeteria Manager, has submitted her letter of intent to retire effective June 30, 2016.

REPORTS BY SUBCOMMITTEES

Financial Planning

Mr. Commodore, Chairperson, said there was no report this evening.

Policy

Mrs. Barclay, Chairperson, said that the Policy Subcommittee is scheduled to meet on April 12, 2016 for a regular meeting, and on April 26, 2016 to discuss the Admission Policy. She asked members to read the Policy and the District Agreement in advance of the April 26 meeting.

Capital Improvements

Mr. Brian Walker, Vice Chairperson, said that the Capital Improvements Subcommittee met on March 17, 2016. Items discussed were the old gym floor abatement and an update on the Vet Tech Program. Capital Improvements Subcommittee voted to allow up to \$250,000 in the FY2017 Capital Equipment Budget to be used for the Vet Tech Program.

Workforce

Mr. Walker, Chairperson, said that the Subcommittee received only one goal for the Superintendent-Director for 2016-2017. He would like to have an approved set of goals before the end of this school year. The Workforce Subcommittee will meet to revise the time line for the Superintendent's goals and evaluation.

Student Advisory

Mrs. Barclay, Chairperson, said that the Student Advisory Subcommittee will meet with the students in May.

Technology (ad hoc)

Mr. Olson, Chairperson, said the Technology Subcommittee met on March 31, 2016. A copy of the 3 Year Technology Plan for 2014-2017 was included in the packets for tonight's meeting.

FINANCIAL MATTERS

Acceptance of Donations

Mrs. Barclay moved that the District Committee accept the following donations:

- **George Hanson Trust \$2,000.00 for the Electrical Program**
- **Workers' Credit Union \$10,000.00 for the Veterinary Science Training Program**
- **The Monty Tech Class of 2015 \$2,500.00 for the Student Space Experiment Program**
- **Synergy Electric for 5 three phase motors with a total value of \$3,500.00 to be used by the Electrical Program.**

Seconded by Mrs. Swenson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Acceptance of Grants

Mrs. Barclay moved that the District Committee accept the following grants:

- **The Shine Initiative in the amount of \$4,700.00 to support the Yoga and Art Therapy Program**
- **Massachusetts Department of Elementary and Secondary Education \$5,600.00 to assist in funding summer MCAS Academy (Academic Support Summer 2016 Fund Code 625).**

Seconded by Dr. Williams.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Award of Bid

Mrs. Barclay moved that the District Committee award the contract to remove the floor in the old gym to the lowest responsible vendor meeting the specifications, Encore Contracting Services, Lawrence, MA, for a total of \$99,710.00 for the Base and Alternate Bids per the attached emails. Funds are to come from Account #1720 – Extraordinary Maintenance Contracted Services.

Seconded by Mr. Gould.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Closing of Inactive Student Activity Accounts

Mrs. Barclay moved that the District Committee authorize the transfer of the balances in the following dormant Student Activity Accounts to the Student Activity Drama Club Account:

• Academic-Science (dormant since 2008)	\$ 78.26
• Chess Club (dormant since 2010)	74.28
• Latin Dance (dormant since 2009)	102.15
• MCAS (dormant since 2004)	102.52
• Ski Club (dormant since 2010)	<u>272.27</u>
Total to Drama Club	\$629.48

Seconded by Mr. Gould.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Financial Statements

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

COMMUNICATIONS

Teachers Information or Proposals

Mr. Paul Cormier, President of the MRTA, spoke to the School Committee under the Acceptance of the School Calendar and the Proposed Changes to the Student Handbook.

Reorganization of School Committee

Mrs. Swenson moved that the District Committee vote to appoint the following slate of officers for the Monty Tech School Committee for the ensuing year:

• Chairperson	Barbara Reynolds
• Vice Chairperson	Brian J. Walker
• Secretary	Sheila M. Harrity
• Recording Secretary	Theresa H. Hillman
• Treasurer	Norman J. LeBlanc
• Assistant Treasurer	Barbara Reynolds

Seconded by Mrs. Phillips.

Vote – so voted.

Mrs. Reynolds abstained from voting.

School Committee Chairperson's Report

Mrs. Reynolds, Chairperson, reminded members of the Day On The Hill on April 26, 2016 and of the Superintendent's Dinner on April 13, 2016. She welcomed Ms. Whitney Marshall, Barre, to the School Committee.

School Committee Information or Proposals

Request to Attend National SkillsUSA Conference – Louisville, KY

Mr. Olson moved that the District Committee approve up to \$2,500.00 for Diane Swenson to attend and participate in the National SkillsUSA Competition in Louisville, KY, from June 18-25, 2016.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds and Mrs. Swenson abstained from voting.

Request to Attend the National CyberPatriot Competition in Baltimore's Inner Harbor

Mr. Olson moved that the District Committee approve up to \$1,500.00 for Eric Commodore to attend the National CyberPatriot Competition in Baltimore's Inner Harbor from April 10-14, 2016.

Seconded by Mr. Capone.

Vote – so voted.

Mr. Commodore and Mrs. Reynolds abstained from voting.

Comments

Mrs. Holbert requested that School Committee members be notified about the date and plans for Teachers' Appreciation Day.

School Committee members commented on the great job done on the Admission folders and welcomed Ms. Marshall to the School Committee.

Mrs. Swenson thanked School Committee members for supporting her for the trip to SkillsUSA. She requested that a letter on behalf of the School Committee be sent to Ms. MaryJane Rossbach thanking her for service to Monty Tech and wishing her happiness in retirement. Also, that a letter on behalf of the School Committee be sent to Ms. Francine Duncan thanking her for her dedication to Monty Tech.

Mr. Boone moved that the District Committee vote to request the Finance Subcommittee review the financial concerns that Mr. LeRoy Clark brought before the Committee this evening.

Seconded by Mr. Gould.

Roll Call Vote: Airoidi, no; Barber, yes; Barclay, no; Boone, yes; Capone, yes; Commodore, abstain; Cournoyer, no; Gould, yes; Holbert, no; Marshall, yes; Mollica, no; Olson, no; Phillips, no; Reynolds, no; Simms, no; Swenson, no; Tourginy, yes; Walker, no; Weeks, no; and Dr. Williams, no.

Count – 6 yes; 13 no; 1 abstention.

Motion lost.

Mr. Walker thanked members for appointing him to serve as Vice Chairperson for the ensuing year. He said Open House was a success and very crowded.

Adjournment

Mr. Gould moved to adjourn.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

The meeting adjourned at 10:35pm.

Sheila M. Harrity
Superintendent-Director

T. Hillman, Recording Secretary