

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

Monty Tech Drive, Fitchburg, MA 01420

Regular Meeting No. 130-650 – June 22, 2016

The Montachusett Regional Vocational Technical School held regular meeting No. 130-650 on Wednesday, June 22, 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	(arrived at 7:15 pm)
Mr. John P. Mollica	Princeton	
Ms. Melanie Weeks	Fitchburg	
Mr. Edward Simms	Petersham	
Mrs. Mary C. Barclay	Royalston	
Mr. James S. Boone	Gardner	
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 Olson	Phillipston	
Mrs. Kathleen Airoidi	Hubbardston	
Mrs. Toni Phillips	Athol	
Mr. James M. Gilbert	Templeton	

Members of the School Committee absent:

Mr. Peter B. Capone	Ashby
Mr. Eric Commodore	Gardner
Mrs. Diane B. Swenson	Ashburnham
No appointed representative	Harvard

Officers of the School Committee present:

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

School District Personnel present:

Andrea Bell, Esq.	Stoneman, Chandler & Miller LLP
Tammy Crockett	Business/Human Resources Manager
Thomas Browne	Principal
Pamela Pothier	Director of Technology
Dayana Carlson	Assistant Principal
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 pm and welcomed everyone. The meeting opened with the Pledge of Allegiance.

APPROVAL OF MINUTES

Regular Meeting – June 1, 2016

Mrs. Barclay moved to approve the minutes of the regular meeting of June 1, 2016, with a correction on page 1 - “Mrs. Airoidi did not leave the meeting at 9:05 pm.”

Seconded by Mrs. Holbert.

Vote – so voted.

Mr. Olson and Mrs. Reynolds abstained from voting.

Executive Session – June 1, 2016

Minutes of the executive session of June 1, 2016 were circulated at the table and 17 approvals and one not present at the meeting were recorded.

SUPERINTENDENT-DIRECTOR’S REPORT

Approval of Overnight Out-of-State Trip – MCJROTC to Front Royal, VA

Mr. Olson moved that the District Committee approve the overnight out-of-state trip for ten MCJROTC students and two chaperons to Front Royal, VA, July 13 to 23, 2016 to attend a Senior Leadership Camp and a Cyber STEM Camp. All expenses will be paid by the Marine Corp.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Holbert, Mrs. Reynolds, and Mrs. Weeks abstained from voting.

Monty Tech Vet Tech Science Program Update

Superintendent Harrity gave a PowerPoint presentation updating the Monty Tech Veterinary Science Training Program as of June 21, 2016. For Phase 1, a total of \$2,253,961 has been committed. The projected cost is \$2,250,000 and the goal has been exceeded by \$3,961.

The total projected cost for Phase II for equipment, supplies and materials is \$502,797. To date, a total of \$506,293 has been committed. The goal has been exceeded by \$3,496. *Pending \$200,000 commitment by unnamed donor.

Phase III, Staffing financial commitments, remain the same as previously reported.

Superintendent Harrity also reviewed the Program Planning Timeline from January 6, 2016 through anticipated construction in school year 2016-2017. In addition to the State Plumbing Board approval, the Fitchburg Conservation Commission has approved the plans. The meeting with the Town of Westminster's Building Commissioner is scheduled for July 12, 2016.

The report included a Vet Tech Science Program funding procedure. Mrs. Crockett, Business Manager, has consulted with legal counsel, the audit firm, the Attorney General's office and has thoroughly reviewed the Inspector General's M.G.L. Chapter

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30(b) regulations regarding the procedure to follow for accepting donations to fund the Vet Tech Science Program.

Mr. Mollica distributed a memo to School Committee members, Subject: Policy KCD: Public Gifts to Schools with his concerns relative to acceptance of gifts.

Approval of Vet Tech Clinic

Mrs. Barclay moved that the District Committee approve the building of the veterinary clinic in support of a future application for a Chapter 74 Animal Science (Veterinary Science) Program.

Seconded by Mr. Simms.

Vote – so voted.

Mr. Barber, Mr. Mollica, Mrs. Reynolds, and Mr. Tourigny abstained from voting.

Acceptance of Community Foundation of North Central Massachusetts as the Fiscal Agency for the Veterinary Project

Mrs. Barclay moved that the District Committee approve the Community Foundation of North Central Massachusetts (CFNCM) to be the fiscal agency for the purpose of holding and disbursing the private individual, charitable foundation, and the business donations for the purposes of establishing a Veterinary Science Program.

Seconded by Mrs. Airoidi.

Vote – so voted.

Mr. Barber, Mr. Mollica, Mrs. Reynolds, and Mr. Tourigny abstained from voting.

Prior to the vote being taken, Mr. Mollica requested that his memo to School Committee members, “Subject: Policy KCD: Public Gifts to Schools” become part of the meeting minutes. Mr. Olson addressed each point and how it was met in the present policy.

Superintendent's Update

Superintendent Harrity gave an update on her activities during June.

- Continued to meet with her coach, Tom Kingston, at Monty Tech.
- Will attend NASSP's research project on transformational leadership at Discovery Channel Headquarters in Silver Springs, Maryland.
- The budget has passed in our 18 cities and towns.
- Met with each department liaison.
- Met with the new Superintendent of Athol/Royalston schools.
- Attended two New Skills For Youth State meetings. This is an initiative to increase the number of students who are prepared to compete for high skill jobs. Superintendent Harrity has been asked to be on the Committee to represent our school region.
- Has been very busy with end of school year activities.

PRINCIPAL'S REPORT

Principal's Monthly Report

Principal Thomas Browne said that the Bulldog Pride drawing was held on the last day of school. This is a student incentive program and there were over \$2,000 in prizes for the

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students. After the students were dismissed, a celebration was held for all those who retired this school year.

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

The Enrollment/Withdrawal/New Entry Report from May 20, 2016 through June 9, 2016 and the Discipline Reports for May and June, 2016 were presented for information. The attendance percentage for May was 96%.

Several members requested a report on the enrollment for the 2016-2017 freshman class now that students are being admitted from the wait list. They also requested information regarding students on the wait list by cities and towns.

PERSONNEL

Appointments

- Administrative Systems Support Donald Kitzmiller
- Cafeteria/School Nutrition Director Sean Lowe

Retirements

- Cindy Pirro Vargo, English Teacher, has submitted her letter of intent to retire at the end of the 2016-2017 school year.
- Mark Haschig, Guidance Counselor, has submitted his letter of intent to retire at the end of the 2016-2017 school year.

Resignation

- Richard J. Ikonen, Director of Facilities, has submitted his letter of resignation effective June 30, 2016.

REPORTS BY SUBCOMMITTEES

Financial Planning

Mr. Commodore, Chairperson, was not present this evening and there was no report.

Policy

Mr. Gilbert, Chairperson, said that the Subcommittee met on June 7, 2016. The Subcommittee

- Reviewed and discussed the Gifts to Schools Policy. No action was taken.
- Continued work on the new School Nurse Policy.
- Discussed the new State approved amendment to the Admission Policy.
- Discussed a Narcan Policy.

The next Subcommittee meeting is scheduled for June 28, 2016.

Capital Improvements

Mrs. Swenson, Chairperson, was not present this evening and there was no report.

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Workforce

Mr. Walker, Chairperson, presented the timeline for the Superintendent-Director's evaluation for 2016-2017 and goal setting for 2017-2018.

Mrs. Barclay moved that the District Committee accept the Workforce Subcommittee's Proposed Timeline: Superintendent-Director Evaluation 2016-2017 and Goal Setting 2017-2018 as presented.

Seconded by Mr. Boone.

Vote - so voted.

Mrs. Reynolds abstained from voting.

Student Advisory

Mrs. Barclay, Chairperson, said that the next meeting of the Student Advisory Subcommittee with the students will be scheduled in October.

Technology (ad hoc)

Mr. Olson, Chairperson, said that the Subcommittee will meet in July after delivery of the Chromebooks.

FINANCIAL MATTERS

Acceptance of Donations

Mrs. Barclay moved that the District Committee vote to accept the donation from BNY Mellon in the amount of \$500.00 to be used for the MCJROTC Program.

Seconded by Mr. Simms.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Mrs. Barclay moved that the District Committee vote to accept the donation from the Early Ford V8 Club of New England in the amount of \$1,000.00 to be used for the MCJROTC Program.

Seconded by Mr. Gould.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Mrs. Barclay moved that the District Committee vote to accept the donation from the Crocker Foundation in the amount of \$10,000.00 to be used for the Vet Tech Science Program.

Seconded by Mr. Gould.

Vote – so voted.

Mr. Barber, Mr. Mollica, and Mrs. Reynolds abstained from voting.

Acceptance of Grants

Mrs. Barclay moved that the District Committee vote to accept a grant from Community Foundation of North Central Massachusetts in the amount of \$25,000.00 to be used to support the Vet Tech Science Program.

Seconded by Mr. Gould.

Vote – so voted.

Mr. Barber, Mr. Mollica, and Mrs. Reynolds abstained from voting.

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Mrs. Barclay moved that the District Committee vote to accept a grant from Lowe's Toolbox for Education in the amount of \$5,000.00 to be used to support the Vet Tech Science Program.

Seconded by Mr. Gould.

Vote – so voted.

Mr. Barber, Mr. Mollica, and Mrs. Reynolds abstained from voting.

Mrs. Barclay moved that the District Committee vote to accept a grant from the Rochester Institute of Technology in the amount of \$40.00 to be used for Project Lead the Way.

Seconded by Mr. Gould.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Line Item Transfers

Mr. Olson moved that the District Committee vote to approve the transfer to and from the accounts as outlined in the memo from the Business/HR Manager dated June 15, 2016.

Seconded by Mrs. Barclay.

Vote – so voted.

Mrs. Reynolds abstained from voting.

Financial Statements

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

COMMUNICATIONS

Teachers Information or Proposals

No comments this evening.

School Committee Chairperson's Report

Mrs. Reynolds, Chairperson, presented the School Committee meeting schedule for 2016-2017 with two possible dates in June for an extra meeting. Twelve members were in favor of the June 21, 2017 date for the meeting and the schedule will reflect this date.

Mrs. Barclay moved that the District Committee vote to elect Mr. Cournoyer to be the Voting Delegate for MASC/MASS Joint Conference in November and to elect Mrs. Barclay to be the Alternate Voting Delegate.

Seconded by Mr. Olson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

School Committee Information or Proposals

Mr. Olson wished everyone a great summer.

Dr. Williams thanked Superintendent Harrity for the superb job on the Vet Tech Science Program.

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Several members gave kudos to Superintendent Harrity and the staff for all their work on the Vet Tech Science Program.

Mrs. Holbert commented on the last page of the current issue of *Paw Print*. It recognizes the accomplishments of the faculty and staff members during the school year. She congratulated everyone.

Ms. Weeks attended the training program – *Charting the Course*. Mr. Boone is scheduled to attend the course.

Adjournment

Mr. Gould moved to adjourn.

Seconded by Mr. Olson.

Vote – so voted.

Mrs. Reynolds abstained from voting.

The meeting adjourned at 8:25 pm.

The next School Committee meeting is scheduled for August 3, 2016.

Sheila M. Harrity
Superintendent-Director

T. Hillman, Recording Secretary