

## SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

School Committee Meeting

March 21, 2023

## MINUTES

Meeting called to order by Chairman Fusco at 7:02 p.m. with Superintendent-Director McIntosh and the following members present: Ms. Asbedian, Ms. Bartolone, Mrs. Gillis, Ms. Kim, Ms. Lawson, Mrs. Meuse and Messrs. Fiore, Moffatt and O'Donnell.

Also in attendance were Ms. Jenna Lesko, Business Manager; Mr. David Norkiewicz, Director of Vocational/Technical Programs; and Eli Ober and Skyla Doyle, Student Representatives.

The meeting began with the Pledge of Allegiance.

Motion made by Mrs. Meuse, seconded by Mrs. Gillis, to open the Public Hearing on the FY24 Operating Budget at 7:04 p.m. Motion carried unanimously.

Motion made by Mr. Moffatt, seconded by Ms. Kim, to table Agenda Item #14, the Superintendent Evaluation Tool, for tonight's meeting and to move it to a later date.

Mr. McIntosh began the discussion of the FY24 Operating Budget with a PowerPoint presentation prepared by Ms. Lesko, Business Manager. Mr. McIntosh and Ms. Lesko each presented points from the presentation and took questions from the school committee members.

Motion made by Mrs. Meuse, seconded by Mrs. Gillis, to close the Public Hearing at 7:25 p.m. Motion carried unanimously.

Student Representative Report

Skyla talked about the National Honor Society Induction ceremony with 28 students added. Tony Hoffman, an acclaimed speaker, came to Shawsheen to talk about alcohol, drug abuse and mental health issues, speaking to each grade separately. Spring sports started on Monday. Eli reported that SkillsUSA students took home 20 gold, 20 silver, and 27 bronze medals at the Districts. The Drama Club is performing Bye, Bye Birdie on May 11 and 12, with more information coming. Juniors will be going out on Co-op starting on March 30.

Public Comment

There was no public comment.

Updates

David Norkiewicz, Director of Vocational/Technical Programs, also updated the Committee on SkillsUSA and new hires that will be replacing retirees in Health Services and Cosmetology which are entering the interview phase. He then talked about grants that he is working on with the

Fidelity Foundation and a Skills Capital Grant to renovate the Metal Fabrication and Welding shop. Mr. Norkiewicz reported that juniors are going out on co-op with 20 signed out this week and 35 more that will go out on Friday. Community projects have picked up again with work being done in Billerica at the police station, and many on-going projects that the students are working on here at Shawsheen. Freshmen are in their final exploratory and will be selecting their top three choices for permanent shop placement this week.

Approval of Bills and Payroll

Mr. Fusco, as Chair, has signed the warrants electronically after all members of the Committee had looked through them.

Legal Bills

Motion made by Mrs. Meuse, seconded by Ms. Bartolone, to approve the following payment for legal invoices, as presented:

Howard Greenspan	03/01/2023	\$1,237.50
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Motion carried unanimously.

Motion made by Mrs. Gillis, seconded by Mrs. Meuse, to approve the following payment for legal invoices, as presented:

Howard Greenspan	02/13/2023	\$1,072.50
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Motion carried unanimously

Motion made by Mrs. Meuse, seconded by Ms. Asbedian, to approve the following payment for legal invoices, as presented:

Nuttall, MacAvoy	03/08/2023	\$ 107.50
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Motion carried unanimously.

Motion made by Mrs. Meuse, seconded by Ms. Asbedian, to approve the following payment for legal invoices, as presented:

Nuttall, MacAvoy	02/10/2023	\$ 924.50
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Motion carried unanimously.

Approval of Minutes

Motion made by Mrs. Meuse, seconded by Mr. Moffatt, to approve the Minutes of January 24, 2023 as written. Motion carried unanimously.

Business Manager Report

Ms. Lesko reported that she has been working on the operating budget and met with the Budget Subcommittee on March 13<sup>th</sup> to go through the proposed operating budget as well as discussing the actuals on the FY23 budget. She will meet again with the Budget Subcommittee later in the year to go through the proposed budget line-item transfers. The Business Office has been working with MUNIS on a series of day-long training sessions to update the entire group on the accounting software that is used.

Superintendent's Report

Mr. McIntosh began his report by updating the Committee on incoming applications with 420 received as of today. Acceptance and wait-list letters are expected to go out this week and all applicants will be invited for placement testing on April 1. Shawsheen will accept 360 students. After April 15, when community caps are lifted, students can be accepted from the wait list regardless of which town they reside.

There are currently 216 seniors out on Co-op working for 197 employers for an approximate total of 76,000 hours and earning \$1.2 million. Juniors will be going out adding to the total students working. Project Explore is wrapping up this week and the Superintendent has also completed the Paraprofessional and Educational Technology/Maintenance contracts. Mr. McIntosh is beginning discussions with the cafeteria and clerical unions for successor, two-year agreements with each.

Mr. McIntosh reported that Danica Johnston, Director of Academics, and Anastasia Campbell, English Language Learners Coordinator, have been invited to speak at the MATSOL (Massachusetts Association of Teachers of Speakers of Other Languages) conference on May 31-June 1. Mr. McIntosh also spoke to the budget timelines that he and Ms. Lesko have used with respect to the FY24 operating budget.

Mr. McIntosh then turned to his Report on Entry Findings, giving a broad as well as general overview of his assessments from discussions with stakeholders as well as observations. He found three areas that Shawsheen takes great pride in: 1) MCAS scores; 2) co-op placement; and 3) success with SkillsUSA. His areas of focus will be: 1) teaching and learning; 2) access, equity and outreach; and 3) infrastructure. There were a lot of conversations about the building and how do we continue to maintain the goal of education and how to expand and support different students as they come from their sending communities. He is working on a 3-5 year strategic plan for the District in order to provide the best quality vocational and academic opportunities for students.

Subcommittee Reports

Mrs. Gillis, as Chair of the **Safety Subcommittee**, reported that the group met on February 13 and there were no significant concerns discussed. Updates on interior and exterior doors were provided and all administrative offices have had their locks changed so that the master key given to teachers will not open these doors. A couple of additional scanners have been placed outside of Automotive and Plumbing for easier access to these areas of the building.

Ms. Kim, as Chair of the **Policy Subcommittee**, reported that the group met on March 13 to work on Section B of the Policy Manual, except for one policy that will be updated at a later time. The group will meet again in April to begin the updates to Section C and to continue discussion on DK and DGA.

The **Curriculum Subcommittee**, chaired by Nancy Asbedian, met on March 13 to discuss the proposed changes to the Program of Studies for 2023-2024, with no major changes reported. There were some sequencing changes, and the removal of Educational Strategies which is being replaced with more co-teaching course offerings.

Motion made by Mrs. Gillis, seconded by Mrs. Meuse, to accept the changes made to the Program of Studies for 2023-2024. Motion carried unanimously.

Mrs. Meuse also reported that parents can ask to see the Health Curriculum and can choose to have their child opt-out if they are not comfortable with the curriculum

The **Facilities/Capital Planning Subcommittee** met on March 13<sup>th</sup> to discuss the Statement of Interest being resubmitted to the Massachusetts School Building Authority. Brian O'Donnell, as Chair, discussed the support of the subcommittee to send the updated version to the MSBA and talked about the potential need, if not accepted again this year, for a consultant to work with the group for another submission.

Motion made by Mr. O'Donnell, seconded by Mrs. Meuse,

Resolved: Having convened in an open meeting on March 21, 2023, prior to the SOI submission closing date, the School Committee of the Shawsheen Valley Regional Vocational Technical School District, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent-Director to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 21, 2023, for the Shawsheen Valley Regional Vocational Technical High School located at 100 Cook Street, Billerica, Massachusetts, which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority 2: Elimination of severe overcrowding;

Priority 5: Replacement, renovation, or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy-related costs in a school facility; and

Priority 7: Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements, and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the

approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Shawsheen Valley Regional Vocational Technical School District to filing an application for funding with the Massachusetts School Building Authority.

Motion carried unanimously.

Mr. Fiore, as Chair of the **Budget Subcommittee**, reported that the Subcommittee met on March 13<sup>th</sup> to discuss the FY24 Operating Budget proposed by Mr. McIntosh and Ms. Lesko. The Subcommittee voted unanimously to bring the budget forward for a vote by the full Committee. The Subcommittee also discussed the year-to-date expenditures for the FY23 budget and noted that we are on target.

Motion made by Mr. Fiore, seconded by Mrs. Meuse, to vote approval of the Fiscal Year 2024 Shawsheen Valley Regional Vocational/Technical High School Budget of \$37,423,644 which includes total assessments of \$29,845,453; and to further apportion the assessments to the District communities as follows: Bedford - \$1,017,028; Billerica - \$10,618,654; Burlington - \$2,976,385; Tewksbury - \$8,018,527; and Wilmington \$7,214,859. With a roll call vote, Chair Fusco, Ms. Asbedian, Ms. Bartolone, Mrs. Gillis, Ms. Kim, Ms. Lawson, Mrs. Meuse and Messrs. Fiore, Moffatt and O'Donnell voted yes. Motion carried unanimously.

### New Business

SUPERINTENDENT Mr. Fusco tabled the discussion of the Superintendent-Director EVALUATION evaluation tool until the April meeting.  
TOOL

### Future Agenda Items

1. MASC will be hosting a Charting the Course training here at Shawsheen on Saturday, May 6 – all are invited to attend.
2. Updates to the Public Comment Policy
3. Role of the Treasurer

Motion made by Mrs. Meuse, seconded by Mrs. Gillis, to adjourn at 9:20 p.m. Motion carried unanimously.

Respectfully submitted,

Karen Faiola  
Recording Secretary

Cheryl Bartolone  
Secretary