



**MINUTES of the “48th District School Committee”  
Regular Schedule 2013 Meeting**

Membership: Francis J. Fistori, Avon; Germano John Silveira, Braintree;  
Vice Chairman Aidan G. Maguire, Jr., Canton; Chairman Joseph A. Pascarella, Dedham;  
Mr. Robert A. McNeil, Holbrook; Mr. Fess Joyce, Milton; Mr. Kevin L. Connolly, Norwood;  
Mrs. Marybeth Nearen, Randolph and Mr. Charles W. Flahive, Westwood.

**Tuesday, May 21, 2013**

**SUBCOMMITTEE MEETING PRIOR TO REGULAR SCHEDULE MEETING**

**Warrant Subcommittee: at 6:30 p.m. in Boardroom #402**

Agenda: Pre-meeting review of warrant and related invoices. This subcommittee meets before all meetings of the DSC that contain warrant(s) to examine the details of the warrant prior to the meeting. The full committee receives pre-meeting warrant information via email before the current warrant(s) approval.

The Blue Hills Regional Vocational School Forty-Eighth District School Committee Regular Schedule Meeting was called to order at **7:00 p.m. on Tuesday, May 21, 2013** at the Blue Hills Regional Vocational Technical School, William T. Buckley District School Committee Board Room 207A, 800 Randolph Street, Canton, Massachusetts. Chairman Joseph A. Pascarella presided.

**1. ROLL CALL and PLEDGE OF ALLEGIANCE \***

**MEMBERS PRESENT:** Messrs. Connolly, Fistori, Flahive, Joyce, Maguire, Mrs. Nearen and Messrs. Pascarella and Silveira

**MEMBERS ABSENT:** Mr. Robert A. McNeil (Out of town on vacation.)

**OTHERS PRESENT:** Ms. Rachel E. Rudin, Student Representative  
Mr. Charles J. Gisondi, District Treasurer  
Mr. James P. Quaglia, Superintendent-Director  
Mr. Michael J. Barrett, Assistant Superintendent-Principal  
Ms. Jill Rossetti, Director of Academics  
Mr. Gene Mastro, Director of Facilities  
Ms. Terry Longley, Assistant Business Manager  
Mr. Barry Spillberg, Science Teacher  
Mr. Jayme Gordon  
Ms. Bridget Kelley

\*On occasion, individual(s) attending the meeting do not sign the attendance sheet.

Chairman Joseph A. Pascarella announced that the District complies with the revised Open Meeting Law in effect, as of July 1, 2010. This meeting is being recorded in person by the recording secretary. All documents referred to within the meeting are in the Meeting-Record File. Meeting minutes were recorded electronically as well as by person.

**2. Presentation, April 2013 School Vacation Washington Trip:**

Chairman Pascarella recognized Teacher Barry Spillberg and Students Jayme Gordon and Bridget Kelley. Students and Teacher reported verbally and pictorially on the Washington Trip during April School Vacation. The trip incorporated learning and fun. Unfortunately, the trip coincided with the Boston Marathon tragedy and also the “ricen episode”. A number of the planned tours were cancelled because of security issues, but in spite of this Mr. Spillberg and his students enjoyed a fascinating week that included tour of the Roshland Science Museum, National Zoo and numerous “hands on” exhibits.

Member Marybeth Nearen asked the students present, "What was your favorite exhibit?" Students replied: "The Library of Congress was inspiring and also the National Archive." Member Fran Fistori expressed his gratitude to Mr. Spillberg for offering this trip to the Blue Hills' students and broadening their horizons. All members of the Committee further thanked Mr. Spillberg and the students for their presence and presentation. Mr. Spillberg concluded by stating: "I hope to be able to continue this opportunity to our students at Blue Hills."

### 3. Public Comment:

- **Mr. Francis X. Howley** – Superintendent-Director James P. Quaglia was recognized by Chairman Pascarella. Mr. Quaglia introduced Mr. Francis X. Howley, the selected candidate for the position of Director of Vocational Programs and provided a brief detail of his background. Mr. Howley spoke of his excitement on being selected and looks forward to taking on the challenges of the job.

### 4 Approval of Previous Meeting Minutes - None.

### 5. Student Representative Report – Chairman Pascarella recognized Ms. Rachel E. Rudin. Rachel reported:

- **Senior Finals** – Ms. Rudin reported that seniors have finished their Final Exams.
- **Seniors Field Day** – Thursday, May 16<sup>th</sup> marked the Senior Field Day. The most popular item of the day was the "dunk tank". Senior Class Advisor Jaclyn Feeney was dunked numerous times; but did not break the Mr. Tom Cavanaugh record! Ms. Rudin further reported that many teachers participate with the activities and festivities.
- **Student Council** – Next year there will be changes to the dynamics of "Student Council". The Class President will not automatically assume the responsibilities of Student Council President. The positions will be separate. Ms. Rudin believes that this will be a good change as both positions when done right require many hours of work.
- **Prom** – Seniors and Juniors will conduct their **Prom at Lombardo's in Randolph on Friday, May 24<sup>th</sup>**. The traditional "Grande March" will be conducted at Blue Hills at 5 p.m. with students dressed in all their finery. Ms. Rudin invited the Committee to attend both the March

**Appreciation** - Committee Members thanked Ms. Rudin for her report on student activities. Following the report, Chairman Pascarella presented Ms. Rudin with a **Certificate of Appreciation** and a commemorative photo was taken. Tonight is the final night of Ms. Rudin's participation as School Year 2012-13 Student Representative to the District School Committee. A round of applause was directed to Ms. Rudin for her fastidious and vigilant service to the Committee.

6. **DSC Chair Report** – Chairman Pascarella spoke of the **State House** visit that was conducted today in Boston MA. Although there was a low turnout, Blue Hills was well represented with **his, Member Kevin L. Connolly, Senior Student Ariana Chappelle (and Mrs. Chappelle), Mr. Michael J. Barrett and Superintendent-Director James P. Quaglia**. The event is sponsored by MASC/MASS and gives attending school representatives a first-hand opportunity to discuss matters of educational opportunities and developments directly with their statesmen.

→**District School Committee Self Evaluation for 2012-13:** Members are requested to work on their returns and have them in by May 31, 2013 to Joanne. The returns of the evaluations will be used as a tool to continue to improve the function of the Committee.

### 7. Administrative Reports (as needed):

7.1. **Treasurer: C. Gisondi** - Mr. Charles J. Gisondi prepared and presented the Warrant and backup information was provided.

→ **Warrant Approval:** Chairman Pascarella moved to the approval of the Warrant:

Upon motion of Secretary Charles W. Flahive, to approve **FY13 Warrant Number 20 (Vouchers 1080-1082) in the amount of \$698,477.14.** Motion to approve was seconded by Member Kevin L. Connolly. **Motion to approve** the warrant was taken to a vote and it was **UNANIMOUSLY**

**VOTED:** to approve **FY13 Warrant Number 20 (Vouchers 1080-1082) in the amount of \$698,477.14.**

**NOTE:** Warrant Subcommittee Chairman Charles W. Flahive had questions on the warrant:

1) \$124 Lunch for "Yearbook Committee".

Note: Mr. Barrett stated that this was done to thank the group of Student working so diligently throughout the year.

2) \$1500 to Murphy, Lamere & Murphy for phone calls and emails seems excessive.

Note: the amount of \$1,500. Was a legal services bill, for which phone calls are a part.

3) \$7K for Dishwasher.

Note: Industrial equipment is expensive!!!! It's not a home dishwasher.

**7.2 Business Manager:** Business Manager David W. Proule was not present and the Business Office was represented by Assistant Business Manager Terry Longley. Ms. Longley's comments for the committee included information that was acquired from DESE (Department of Elementary and Secondary Education) at a recent professional development conference:

- We were apprised that the 9c cuts were being reversed. The District's 4<sup>th</sup> quarter Chapter 70 payment is now expected to be made in full.
- EPIMS reporting will now include Salary and Attendance data
- New Chart of Accounts line item has been added to include budgeting and expense tracking of Employee Separation Costs (sick leave buy back, vaca pay outs, etc)
- Department of Revenue has advised on few items: seeking stricter internal controls and/or guidelines with regard to Student Activity accounts

The Business Office is also in the process of calculating year-end report for FY13.

→ **RECAP: Total Budget for FY14 = \$17,896,529, down → -0.13% from FY13.**

**As of this writing, six of the nine District Towns have voted favorably for the Blue Hills FY14 Budget.**

**7.3 Assistant Superintendent/Principal: M. Barrett** – Chairman Pascarella recognized Mr. Michael J. Barrett. Mr. Barrett addressed the Committee on the following:

**7.3.1 Summer 2013 Reading Program** – Mr. Barrett introduced Director of Academics Jill Rossetti. Director Rossetti presented a pass out to the Committee detailing the plan and requisites for the Summer 2013 Reading Program. All Blue Hills Students have required summer reading assignments, which tally into their first semester markings. Mr. Flahive complimented Director Rossetti on the fine job she has done with the Summer Reading Program which continues to improve each year with her guidance. Mr. Flahive also said that he wants to see more done with the arts at Blue Hills. At the very least, Secretary Flahive would like to see a few music/art clubs start next school year.

**7.3.2 School Improvement Plan** – A snapshot of the School Improvement Plan was provided. Committee Members

will have additional time to review and comment. Secretary Flahive asked: "How was the School Council attendance this year. Mr. Barrett replied that the Council's final meeting had been conducted earlier this evening and the attendance was good.

- **Awards' Night** – Tomorrow, Wednesday, May 22, 2013 Seniors will receive an array of awards and scholarships for the four years of achievement and hard work they have demonstrated throughout their student days. Chairman Joseph A. Pascarella will be a guest speaker and members are invited to attend.
- **Last Day of School** will be Monday, June 24, 2013, barring any unexpected occurrences.
- **Mock Crash** – has been implemented by the Canton Police and the damaged car is exhibited in the front of the school to remind all of the dangers of driving with distractions.
- **Student Handbook** – The Student Handbook is getting the final look through and will be sent to the Committee members electronically.
- **CPR** – 111 staff members are now CPR Certified. The next goal will be to have students receive this training. This program was brought to the attention of the administration by Member Marybeth Nearen.

Chairman Pascarella thanked Mr. Barrett for his report.

7.4 **Superintendent/Director James P. Quaglia** was recognized by Chairman Pascarella. Mr. Quaglia provided the Committee with a document entitled:

- **Hiring Update** - SPED Director recommendation will be forthcoming as soon as possible.
- **Stabilization Fund** – The District has received the approval of the necessary six to pass the FY14 Operating Budget and the necessary five towns for the establishment of the Stabilization Fund. This Fund will assist with keeping the school's infrastructure running smoothly.

#### 8. **DSC Business: (Unfinished and New Business)**

- **Evaluation Document** – Members received updated evaluation document to be completed and submitted to Joanne by May 31<sup>st</sup>.
- **Graduation Attendance** – Members were reminded that this year members will be seated on stage. Seven of the nine members are able to attend this year's graduation scheduled for Tuesday, June 11, 2013 at 6 p.m., outside on the athletic field. Rain date, hopefully not needed, will be June 12<sup>th</sup>.
- **FY14 Contracts** - Contracts for District Treasurer Charles J. Flahive and District Recording Secretary were reviewed, negotiated and renewed for FY14 (July 1, 2013 through June 30, 2014).
- **FY14 Budget Vote** - Chairman Joseph A. Pascarella moved for the Committee's vote for the Final FY14 Budget. Member Fess Joyce moved to approve the FY14 Budget in the amount of **\$17,896,529**. Motion was seconded by Member Kevin L. Connolly and taken to a **roll-call vote, it was UNANIMOUSLY**

**VOTED:** to approve the FY14 Budget in the amount of **\$17,896,529**.

#### 9. **DSC Subcommittee Reports (as needed):**

- **Buildings, Facilities, Safety and Security** – Subcommittee Chairman Aidan G. Maguire, Jr. reported on the meeting that was conducted on Monday, May 20, 2013 to discuss the Pool Project and Plans for the athletic fields' improvements. The following information was provided relative to upcoming school projects:

**MAJOR CAPITAL/INFRASTRUCTURE****PROJECTS:**Pool Project:

Source: MSBA Grant Funds in the amount of \$471K (Final year to use these funds.) Revolving 28 Fund.  
 FY13 Capital Projects Funds \$588K (Already earmarked for the Pool) Operating 10.  
 LPN Revolving Funds \$150K (Leaves \$80-100K for FY14 Program) Revolving 60.  
 FY13 Year-End Closeout Funds \$400K – To be encumbered by vote of the DSC – Operating 10.

Baseball Softball Fields:

FY14 Capital Project Funds \$230-260K Operating 10 Total available \$600K, balance to be encumbered to FY15 for Football Field Project

Bids have been received and Chairman Maguire stated that it was the unanimous recommendation of the Building, Facilities, Safety and Security Subcommittee to recommend the low bid to Federal for the Pool Project at a low bid of \$1,438,000, contingent on research done by DBA and Buildings And Facilities Director Gene Mastro. Following discussion Chairman Pascarella accepted a motion from Building, Facilities, Safety and Security Subcommittee Maguire to approve and award the Pool Project, as specified to Federal. Motion was seconded by Member Fess Joyce. Motion was taken to a vote and it was

**UNANIMOUSLY**

**VOTED:** to approve and award the Pool Project, as specified and conditioned to Federal Construction.

**Baseball and Softball Field Project:**

“Plan 1 and Plan 2 were examined by the **Buildings, Facilities, Safety and Security** Subcommittee” reported Subcommittee Chairman Aidan G. Maguire, Jr. and submitted to the full Committee for their review. Subsequently, the Subcommittee unanimously recommends the implementation of Plan #1 (on Record) as recommended and presented. Chairman Pascarella accepted a motion from Secretary Charles W. Flahive to accept the Baseball and Softball Field Project Plan #1 as presented and recommended. Motion was seconded by Member Marybeth Nearen. Motion was taken to a vote and it was **UNANIMOUSLY**

**VOTED:** to approve the implementation of Plan #1 (on Record) as recommended and presented.

- **Finance & Administration** –Report on 5.8.13 Meeting was provided by newly-elected Subcommittee Chairman Marybeth Nearen. Funding is being requested for lining of athletic fields for all games, not just varsity. Mrs. Nearen suggested that necessary revenue could be secured from the Pool and Recreation Account, if unavailable through the maintenance or athletic accounts.
- **Athletic & Extracurricular** – Subcommittee Chairman Charles W. Flahive – Report on 5.7.13 Meeting. Chairman Flahive stated that the subcommittee recommends that all athletic department positions be advertised anticipating numerous openings in the fall. The subcommittee also wants to have District Treasurer look into the 501 Account for the Boosters and help them to make sure the account’s paperwork is in order.
- **Evaluation** – Subcommittee Chairman Fran Fistori – Report on 5.7.13 Meeting. Chairman Fistori stated that the Evaluation Subcommittee has completed the Superintendent-Director Quaglia evaluation with review of all comments noted and rubric calculations provided to all members. Chairman Fistori thanked the members for their input with this responsibility. The Committee followed the recommendations of the DESE Superintendent’s Evaluation. The subcommittee unanimously recommended that the Personnel & Negotiation subcommittee negotiate the Superintendent-Director’s Contract.
- **Personnel & Negotiation Subcommittee** – Subcommittee Chairman Charles W. Flahive report on 5.9.13 Meeting. Mr. Flahive stated that the subcommittee discussed the Superintendent’s contract in executive session and was in receipt of said contract. Another topic was the new teacher evaluation process and designing the bargaining language. Mr. Flahive

stated: “We have to look into a facilitator for this project, but we have to keep funding in mind.” Ms. Rossetti provided the Committee with a document from “*Ribas Associates and Publications, Inc., Presents: Interest Based Bargaining Approach to Joint Labor-Management Educator Supervision and Evaluation System Development Aligned with DESE Expectations*” for their review.

- **Policy Subcommittee** – Subcommittee Chairman Germano John Silveira will be calling a meeting shortly to continue the review of the final letters of the District Policy Book (K & L).

#### 10. Discussion or Suggestions for the Good of the District, Including Newsworthy Educational Items

**Members Self Evaluation** – Chairman Pascarella reiterated the importance of the completion of this evaluation. As recommended by Member Nearen additional items were included to the content of this evaluation tool and the Committee Members were supplied with the revised document.

**Employment Handbook** – Member Marybeth Nearen would like to see a formal “Employee Handbook” offered to employees. There exists a faculty handbook, but no general employee handbook. This recommendation is a work in progress.

**Town of Westwood** – Secretary Charles W. Flahive stated that “Town Day” will be conducted on October 5, 2013 and suggested that Blue Hills make visible at this event for recruitment purposes. Mr. Flahive stated that the deadline for submitting a request to Town Hall for an exhibit is May 31<sup>st</sup>.

**10 . Executive session:** Chairman Pascarella moved to enter into executive session at 9:47 p.m. The Chairman moved to **executive session** to discuss collective bargaining, strategies and/or possible litigation under Open Meeting Law, Chapter 30A, Section 21 (a) (b), 2, 3 of the Commonwealth of Massachusetts General Laws. Open meeting discussion may have a detrimental effect on the bargaining or litigating position of the public body and is subsequently declared by Chairman Pascarella. By **UNANIMOUS** Roll-Call Vote, the Committee moved into executive session and will return to the regular meeting for an Open Session Vote and to adjourn. As a result of discussions, recommendations and negotiations of the Personnel & Negotiation Subcommittee and decision made in executive session, a vote was taken. Chairman Pascarella accepted a motion from Member Germano John Silveira to approve the general terms of District Treasurer Charles J. Gisondi Contract as recommended by the Personnel & Negotiation Subcommittee for a term from July 1, 2013 through June 30, 2014 as presented and District Recording Secretary Joanne M. Kuzborski as presented for a term from July 1, 2013 through June 30, 2014. Motion was seconded by Secretary Charles W. Flahive. Motion was taken to a roll-call vote and it was **UNANIMOUSLY**

**VOTED:** to approve the general terms of District Treasurer Charles J. Gisondi Contract as recommended by the Personnel & Negotiation Subcommittee for a term from July 1, 2013 through June 30, 2014 as presented and recommended by the Personnel and Negotiations Subcommittee, District Recording Secretary Joanne M. Kuzborski as presented for a term from July 1, 2013 through June 30, 2014.

(Member Robert A. McNeil was not present for this vote.)

**14. Adjournment** – Following conclusion of all District School Committee’s regular meeting and executive session, Chairman Pascarella accepted a motion from Member Germano John Silveira, seconded by Member Fran Fistori to close the Regular Session Meeting of the District School Committee.

It was **unanimously**:

**VOTED:** to adjourn the Regular Scheduled Meeting, with all regular business concluded, at **10:11 p.m.**

The Committee's **next meeting** will be a **Regularly Scheduled District School Committee Meeting** conducted in the William T. Buckley District School Committee Board Room 207A, at **7:00 p.m., on June 4, 2013,** unless otherwise posted.

Minutes Approved:

Minutes submitted by:

Charles W. Flahive, Secretary

Joanne Kuzborski, Recording Secretary