



MINUTES of the “48th District School Committee” SPECIAL Summer Session 2012 Meeting

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

Tuesday, August 21, 2012

The Blue Hills Regional Vocational School Forty-Eighth District School Committee Special Summer-Session Meeting was called to order promptly at **7 p.m. on Tuesday, August 21, 2012** at the Blue Hills Regional Vocational Technical School, Room 402, 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, Pascarella, Riman and Silveira
MEMBERS ABSENT: Mr. Austin
OTHERS PRESENT: Mr. Charles J. Gisondi, Treasurer
Mr. James P. Quaglia, Superintendent-Director
Mr. Michael J. Barrett, Assistant Superintendent-Director
Mr. David W. Proule, Business Manager
Ms. Marybeth Joyce, Director of Admissions and Financial Aid
Ms. Laurie Colbert, Administrative Assistant to the Superintendent-Director
Mrs. Mary Costello, English Lead Teacher, BHEA
Ms. Jane Koziol, English Teacher, BHEA
Mr. James M. Hardy, Field Director, MASC

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

Chairman Joseph A. Pascarella announced that the District complies with the inception of the revised Open Meeting Law in effect, as of July 1, 2010. This meeting is being recorded in person by Secretary Robert S. Austin and Mr. Richard Riman. All documents referred to within the meeting are in the Meeting-Record File. Meeting minutes were recorded electronically and with notes by Ms. Laurie Colbert, Administrative Assistant to Superintendent-Director James P. Quaglia.

NOTE: The listings of matters on the meeting’s respective agendas are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

2. **Public Comment** – None.

3. **Approval of Previous Meeting Minutes** - Chairman Pascarella moved to the approval of the District School Committee Special Summer Schedule Meeting on Tuesday, July 17, 2012. Motion was made by Vice-Chairman Aidan G. Maguire, Jr., to approve the District School Committee Special Summer Schedule Meeting on Tuesday, July 17, 2012. Motion was seconded by Member Fess Joyce. Motion was taken to a vote and it was **UNANIMOUSLY**

VOTED: to approve the District School Committee Special Summer Schedule Meeting on Tuesday, July 17, 2012.

4. **Communications** – Superintendent-Director presented the 2012 Practical Nursing Program Student Manual for the review of the Committee and a requested approval of the Manual at the Tuesday, September 4, 2012 Regular Schedule DSC Meeting. Changes are highlighted within the Manual. Questions regarding the Manual should be directed to Director of Admissions and Financial Aid Marybeth Joyce.

5. **Student Representative Report** – Resumes in September 2012.

6. **DSC Chair Report** - Requested that the Treasurer’s Report be called out of order.

7. **Unfinished Business** - The decision of the Committee regarding compensation for the members of the Blue Hills' Non-teachers' Retirement Board was taken to the Treasurer's Report. This matter had been discussed at a previous meeting.

8. **New Business**

→ **Goal Setting Seminar** – Mutual District School Committee and Superintendent-Director James P. Quaglia

Presenter: Mr. James Hardy, Field Director, of MASC/MASS was recognized by Chairman Pascarella.

Mr. James Hardy brought to the Committee a Seminar that promised to bring great success with the establishment of goals and objectives recognizing that a strong committee-superintendent partnership is based on six elements: full disclosure, sufficient information, careful planning, informal interaction, periodic evaluation and mutual support.

Mr. Hardy's goal at the seminar was to assist with establishing mutual goals. A partial synopsis of the seminar follows:

SMART GOALS

Specific and Strategic – Goals need to be straightforward and clear. You should be able to look at the goal and tell whether or not it has been achieved. Goals are also strategic in that there should be an impact on the vision for the school and district.

Measurable - In order to manage the goal we need to be able to measure it. How will you measure the quantity, quality, and/or impact you need to determine achievement? Progress is measured through benchmarks. What is your starting point? Are we doing what we said we would? Do we have milestones?

Achievable, Action-Oriented – Action steps need to tell us who is doing what. The clarity around actions help define whether we can achieve the goal and provides key actions so everyone can see how the work is connected together and to the vision.

Rigorous, Realistic, Results – Focused→ The goal should make clear what will be different when it is achieved. Goals should stretch everyone toward improvement but not be out of reach. The focus and effort needed should be challenging but not exhausting. Set too high = discouragement/ Set too low = feeling empty.

Trackable, Timed → **There needs to be a deadline. Definitive times (milestones) when key actions will be completed and benchmarks achieved. Tracking progress is essential. Where we are shows us where to go next, what to celebrate, and what mid-course corrections to make.**

Following the conclusion of the seminar, District School Committee Members thanked Mr. Hardy for the assistance he had provided with professional development of the Committee.

9. Administrative Reports (as needed):

9.1. **Treasurer: C. Gisondi** - Chairman Pascarella recognized Treasurer Gisondi. Treasurer Gisondi, in addition, holds the position of Chairman of the Blue Hills' Non-teachers' Retirement Board. Treasurer Gisondi has held both positions for nineteen years. Discussed were PERAC and the Blue Hills' Non-teachers' Retirement Board, along with the input from the Finance & Administration Subcommittee Meeting regarding the changing demands, roles and responsibilities demands on the five member board membership. Member Richard Riman expressed his disappointment with this stipend proposal. Mr. Riman believes that if there is some extra work involved with effectively managing this Board, it should be supplied by the existing employees in the Finance Department, without stipends to the Board Members. Membership conducted prior to this meeting, focused on the changing needs of the members of the Blue Hills' Non-teachers' Retirement Board. subject of a stipend of \$3,000 per member for the individuals serving on the Blue Hills' Non-teachers' Retirement Board, retroactive from July 1,

2012. The funding for the stipends will be secured from the pension fund resource. Following input from members regarding Chairman Pascarella moved the question of the Committee approving the adoption of Section 34 of Chapter 176 of the Acts of 2011. A motion was made by Member Charles W. Flahive. The motion was withdrawn following discussion. Chairman Pascarella accepted a motion from Member Germano John Silveira to adopt Section 34 of Chapter 176 of the Acts of 2011 which provides a for a minimum stipend of \$3,000 paid to members of Retirement Boards in consideration for accepting these added responsibilities. Motion was seconded by Member Kevin L. Connolly. Motion was taken to a vote and it was by **MAJORITY**

Voted: to adopt Section 34 of Chapter 176 of the Acts of 2011 which provides a for a minimum stipend of \$3,000 paid to members of Retirement Boards in consideration for accepting these added responsibilities,

(The vote was seven Messrs. Connolly, Fistori, Flahive, Joyce, Maguire, Pascarella and Silveira for the adoption – One against {Mr. Riman}) Secretary Robert S. Austin was absent.

Mr. Gisondi will return to the full Committee in six months to provide a report on the stipend implementation and its effectiveness.

9.2. **Business Manager:** D. Proule – Business Manager David W. Proule stated that he and the Finance Department are working on the “Year-End Report” for presentation to the District School Committee.

9.3 **Assistant Superintendent/Principal: M. Barrett:** Chairman Pascarella recognized Superintendent/Principal Michael Barrett. Mr. Barrett announced:

- o New staff members meeting will be conducted on Tuesday, August 28th
- o First Day of School for Teachers-Staff Meeting – Tuesday, September 4th at 7:30 a.m. Chairman Pascarella will attend this event and provide a “welcome back” greeting.
- o First Day of School for Freshmen and New Students = Wednesday, September 5, 2012
- o First Day of School for All Students = Thursday, September 6, 2012

9.4 Superintendent/Director: J. Quaglia

- Hiring/Staffing Update was reviewed with a status report by Superintendent-Director James P. Quaglia. Mr. Quaglia announced that an intermittent Director of Vocational Programs will be appointed (Mr. Richard Brennen) for a period of approximately five weeks. The September 4th meeting will provide the positions and names of new faculty/staff hires.

10. DSC Subcommittee Reports :

- Athletic & Extracurricular Activities – Report from 8/7/12 Meeting – Chairman Charles W. Flahive was recognized by DSC Chairman Joseph A. Pascarella. Mr. Flahive reported the Subcommittee had met (8/7) with Superintendent-Director Quaglia, Athletic Director Ed Catabia, Director of Facilities Gene Mastro and Assistant Superintendent/Principal Michael J. Barrett. The primary discussion item was: “Improving the School’s Playing Fields” and the most effective way of reaching this goal. Along with the field improvements, fencing upgrades are needed. Following the conclusion of the meeting and discussions, the Subcommittee agreed on setting another Subcommittee Meeting on Tuesday, September 18, 2012 at 5:00 p.m., allowing the administrators adequate time to explore ideas.
- Finance & Administration Subcommittee – Report from 8/7/12 Meeting by Subcommittee Chairman Richard Riman – Was reviewed with the Treasurer’s Report on the topic of allowing stipends of \$3K per five Board Members of the Blue Hills’ Non-Teachers Retirement Board.
- Evaluations – Chairman Fran Fistori – Status Report from 8/21/12 Meeting along with
 - o FY12 Evaluation – Superintendent-Director James P. Quaglia – The evaluation was conducted in the Open Session of the Meeting with input from all present at this meeting. Overall, Superintendent-Director James P.

Quaglia averaged Proficient with the written evaluations submitted. Where “needs improvement” exists, Mr. Quaglia requested that “reasons” also be included with responses. FOR THE RECORD: Seven of the nine District School Committee Members submitted written Superintendent-Director Evaluations.

- o FY12 Evaluation – Treasurer Charles J. Gisondi was postponed.
- o FY12 Evaluation – Recording Secretary/Election Clerk Joanne Kuzborski was postponed.

➤ Personnel & Negotiation – Chairman Charles W. Flahive – Status report, 8/8/12 Mediation Meeting (May be taken to executive session to protect the integrity of the negotiations/mediations).

➤ Warrant – Chairman Richard Riman – All elements of the current warrant met the approval of the Warrant Subcommittee.

12. **Discussion or Suggestions for the Good of the District** – It was noted that district town “Town Days” should include a table set up, with information about Blue Hills. Perhaps this could be done through Publicist Judy Bass. Including newsworthy educational items.

13. **Warrant** - Chairman Joseph A. Pascarella accepted motion for the following warrant:

Upon motion of Vice-Chairman Aidan G. Maguire, Jr., seconded by Member Kevin L. Connolly, it was **UNANIMOUSLY**

VOTED: to approve **FY13, Warrant No. 2, Vouchers 1004-1016, dated August 21, 2012, amount of \$1,997,857.98.**

14. Executive Session: Chairman Joseph A. Pascarella may call 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.

- Update on Contract Negotiations.

15. Adjournment - Following the completion of all regular business and executive session, Chairman Pascarella moved to adjourn the meeting at 9:37 p.m. Motion was made by Member Richard Riman to adjourn the meeting. Motion to adjourn was seconded by Member Fran Fistori and without discussion, it was, **UNANIMOUSLY**

VOTED: to adjourn the meeting at 10:01 p.m.

It was noted that the next meeting will be, unless otherwise notified, a Special Summer Schedule Meeting conducted on Wednesday, August 29, 2012 at 7:30 p.m. in the **William T. Buckley District School Committee Meeting Room, #207A.**

Minutes Approved

Respectfully recorded and submitted by:

Joseph A. Pascarella, Chairman

Laurie Colbert, Acting Recording Secretary