



**MINUTES of the “52nd District School Committee”
Regular Schedule 2016 Meeting**

Membership: Mr. Francis J. Fistori, Avon; Mr. Eric C. Erskine, Braintree;
Mr. Aidan G. Maguire, Jr. Canton; Secretary Thomas R. Polito, Jr., Dedham;
Mr. Robert A. McNeil, Holbrook; Mr. Fess Joyce, Milton; Mr. Kevin L. Connolly, Norwood;
Vice Chairman Marybeth Nearen, Randolph and Chairman Charles W. Flahive, Westwood.

“Transparency, Accountability and Fiscal Discipline”

Tuesday, October 4, 2016

Prior to this District School Committee Meeting, the following subcommittee meetings were scheduled and conducted in Room 402:

- **5:30 p.m., Finance & Administration – Procurement Card Use Discussion**
- **6:00 p.m. , Policy Subcommittee – Review and update of District Policies.**
- **6:30 p.m.: Warrant Subcommittee - Review documents relative to Warrant Approval.**

The Blue Hills Regional Vocational School **Fifty-Second District School Committee Meeting** was called to order, on **Tuesday, October 4, 2016** at 7:00 p.m. in room 207A at Blue Hills Regional Vocational Technical School, located at 800 Randolph Street, Canton, Massachusetts by Chairman Charles W. Flahive.

NOTE: The listings of matters 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.

All business conducted at this meeting complies with the revised Open Meeting Law in effect, as of July 1, 2010. There are occasions when attendees do not sign in. This meeting’s notes were taken by Joanne Kuzborski, District Recording Secretary, and digital recorder. **Mrs. Pamela Donnellan, the Superintendent-Director’s Administrative Assistant, did a fantastic job filling in for Joanne during Joanne’s absence. Sincere gratitude is extended to Pam!**

1. ROLL CALL and PLEDGE OF ALLEGIANCE *

MEMBERS PRESENT: Chairman Charles Flahive, Westwood
Kevin Connolly, Norwood
Eric Erskine, Braintree
Francis Fistori, Avon
Fess Joyce, Milton
Aidan G. Maguire, Jr., Canton
Robert McNeil, Holbrook
Marybeth Nearen, Randolph
Thomas R. Polito, Jr., Dedham

MEMBERS ABSENT N/A

OTHERS PRESENT: Mr. James P. Quaglia, Superintendent-Director
Ms. Jill Rossetti, Principal

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Mr. Charles Gisondi, Treasurer
 Mr. Steven Moore, Assistant Superintendent/Business & Personnel
 Ms. Marybeth Joyce, BH Director of Admissions and Financial Aid
 Ms. Elizabeth Joyce-Grikis, Teacher
 Ms. Stacy Hedges, Teacher

2. **Public Comment** – None.
3. **Approval of Previous Meeting Minutes – Chairman Charles W. Flahive presented a few minor corrections for the presented minutes:** Following review and corrections, Secretary Thomas R. Polito, Jr., moved to approve the minutes of the 9.6 and 9.20 meetings as reviewed and corrected. Said motion was seconded by Member Kevin L. Connolly and it was **UNANIMOUSLY VOTED:** to approve the minutes of the 9.6 and 9.20.2016 meetings as reviewed and corrected.
4. **Student Representative Report:** N/A
 - **Student Activities:** Principal Jill Rossetti was kind enough to supply a report on upcoming student activities in the absence of the Student Representative, further stating that the representative will be appointed as soon as possible. A major student event will occur next week with “Spirit Week”. Spirit Week activities will flourish through the week and culminate with a Friday, PEP Rally “Homecoming Activities” on Friday, October 14th and “Homecoming Dance” on Saturday, October 15th. Any individual interested in chaperoning the dance, may contact the Student Affairs’ Office.
 - **Student Council Elections:** Ms. Rossetti reviewed the results of the recent elections of class officers. Ms. Rossetti will supply the town each officer resides in via email, as requested by Secretary Thomas R. Polito, Jr.
5. **DSC Chair Report by Chairman Charles W. Flahive:**
 - **Subcommittee Assignments:** Delayed to allow for the November 8, 2016 Election.
 - **Out-of-State Field Trips** – Chairman Flahive reminded administrators that all out-of-state student field trips must be reported and approved by the District School Committee.
 - **MASC/MASS Presentation/In-House Workshop:** Although scheduled for Tuesday, November 15, 2016 at 7:30 p.m., it was determined that the date must be changed. Joanne will call Jim Hardy at MASC for an alternate time.
 - **Student Test Results:** Chairman Flahive raved about the improvement of student test results and the subsequent professionalism of the detailed reports of successes by Principal Rossetti. It is quite apparent that something very good is happening in the classrooms with test results indicating. Principal Rossetti provided a reiteration in her comments at this evening’s meeting.
 - **Meeting Cancellation:** There was discussion regarding cancelling the Tuesday, October 18, 2016 Regular Schedule meeting. Chairman Flahive moved the question. Motion was made by Member Kevin L. Connolly to cancel the Tuesday, October 18, 2016 Regular Schedule Meeting. Motion to cancel was seconded by Member Fess Joyce. By ROLL-CALL VOTE: It was UNANIMOUSLY **VOTED:** to approve the cancellation of the Tuesday, October 18, 2016 Regular Schedule Meeting.

Joanne will post the cancellation notice. The next Regular Session District School Committee Meeting will be conducted on **Tuesday, November 1, 2016 at 7 p.m.**

Discussion: A robust discussion occurred between Secretary Thomas Polito, Jr., and Chairman Flahive. Future significant details may be forthcoming.

Following previous discussion (directly before) another matter was discussed regarding out-of-state trips, Chairman Flahive moved: Motion to approve was seconded by Member Aidan G. Maguire, Jr., and seconded by Member Fess Joyce. Motion was taken to a vote:

- **Motion to approve an Out -of- State Student Trip: Unanimously**

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VOTED TO APPROVE an out-of-state (to Rhode Island) a professional session by the Cosmetology Program.

6. Subcommittee Reports:

- **Finance and Administration Subcommittee:** The Subcommittee Discussed the adoption of a procurement card with Assistant Superintendent Director Steve Moore. This action will further preclude association with Bank of America. This recommendation will be further discussed in Mr. Moore's report this evening.
- **Personnel & Negotiation Subcommittee:** A recommendation of a 2% increase to the salary of District Treasurer Charles J. Gisondi and Recording Secretary, retroactive from the beginning of FY17 (July 1st) was made by Subcommittee Chairman Marybeth Nearen. The Chairman of the DSC accepted a motion from Vice Chairman Nearen, which was seconded by Member Kevin L. Connolly. The motion was taken to a vote and it was by **MAJORITY** (ALL IN FAVOR WITH THE EXCEPTION OF **Mr. Polito, abstaining from the vote.** Mr. Polito did not give any specific reason at the meeting for his decision to abstain.)

VOTED: to approve recommendation of a 2% increase in salary of District Treasurer Charles J. Gisondi and Recording Secretary, retroactive from the beginning of FY17 (July 1st).

This COLA increase coincides with what most other employees received.

Paperwork will be generated on this decision.

- **Policy Subcommittee:** Subcommittee Chairman Marybeth Nearen reported that the Policy Subcommittee conducted a meeting to review and revise Policies. Subsequently, a number of Policies were discussed and the Policy Subcommittee unanimously voted to recommend to the full Committee the following revisions:
 - **File IHAMA: *Teaching about Alcohol, Tobacco, and Drugs and***
 - **File: JICH: *Alcohol, Tobacco, and Drug Use by Students Prohibited.***

Following discussion, questions and answers

It is noted that the above Policies currently exist but required updates at the request of the Department of Elementary and Secondary Education (DESE).

Chairman Flahive moved the question: Member Aidan G. Maguire, Jr., moved to accept the revised Files IHAMA and JICH, as revised and recommended. Motion was seconded by Member Kevin L. Connolly. Motion was taken to a vote and it was **UNANIMOUSLY**

Voted: to approve File IHAMA: *Teaching about Alcohol, Tobacco, and Drugs and*

File: JICH: *Alcohol, Tobacco, and Drug Use by Students Prohibited,* as revised and recommended.

First readings were conducted on **Safe Schools Policy (File ADD)** and **Weapons in School (File JICI)**. Votes of approval were delayed to allow further reading and member reviews and subsequent future meeting discussions and vote for approval.

Also discussed was the possibility of establishing a training program for coaches.

Reference follows from Michael J. Gilbert of MASC:

“Your policy on policy development requires 3 “readings” of each policy. Generally, if it is a new or substantially changed policy you read it through at the first reading. Take any comments into consideration and if changed again read it through at the second reading, then vote to adopt at the third reading.

However, the Committee has some options at its disposal. In the case of a legal requirement where, for example, the state says you have to have a policy on something in place by a certain date, the Committee can choose to “waive its rules and adopt policy ABCD” – this would require a 2/3 vote of the members present and voting. Additionally, once a reading has occurred, if the Committee is satisfied that the policy

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will not be changed from there to the next reading, **the Committee may vote to waive further readings and adopt the policy.** This can occur after the first or second reading. This takes a majority vote.

The premise for 3 readings is twofold – it gives the members an opportunity to absorb the policy change, ask questions, and suggest changes (this is especially helpful when a subcommittee is drafting policy). It also gives the public an opportunity to weigh in between readings.”

- **Warrant Subcommittee:** Chairman Aidan Maguire, on behalf of the Warrant Subcommittee, recommended approval of the submitted warrant as presented with a broken down detail of current legal fees. Assistant Superintendent-Director Moore will research and send information to the C
7. **Administrative Reports:**
- 7.1 **Treasurer:** Mr. Charles Gisondi reviewed the following Section of the Laws for the Commonwealth of Massachusetts, which directly affects the administration of the indemnification of Blue Hills’ Retirement Board:
- **Section 20A.** In any city, town or other entity which accepts the provisions of this section, in a city, by a vote of the city council with the approval of the mayor; in a town, by a vote of the town meeting; in a municipality having a town council form of government, by a vote of the town council; and in any other entity having a retirement board subject to the provisions of this chapter, by a vote of the governing board of such entity, any civil action brought against a member of a retirement board, the defense or settlement of which action is made by an attorney employed by the retirement board, such member shall be indemnified for all expenses incurred in the defense thereof and shall be indemnified for damages to the same extent as provided for public employees in chapter two hundred and fifty-eight; provided, however, that the claim arose out of acts performed by such member or members while acting within the scope of his official duties; and provided, further, that no member of a retirement board shall be indemnified for expenses incurred in the defense of an action, or damages awarded in such action, in which there is shown to be a breach of fiduciary duty, an act of willful dishonesty or an intentional violation of law by such member.

Treasurer Gisondi requests a vote on this matter at a future meeting and provided a pass out for all members to review. Separate indemnifications are required for separate positions. That is: Treasurer Gisondi’s indemnification as the District Treasurer does not carry over to his position with the Blue Hills Retirement Board. **Position indemnification will be taken to a vote at a future meeting.**

- **Warrant Approval**

Secretary Thomas Polito moved to approve **FY 17 Warrant** Number 05, dated October 4, 2016, in the amount of \$1,017,834.21. Motion to approve was seconded by Member Kevin Connolly. Motion taken to vote where it was by **unanimous**

VOTE to approve **FY 17 Warrant** Number 05, dated October 4, 2016, in the amount of \$1,017,834.21.

7.2 **Assistant Superintendent/Personnel and Business:** Mr. Steven Moore was recognized by Chairman Flahive. Mr. Moore stated that he had met with the Finance & Administrations Subcommittee with the following review of Proposed P-Card Program, as follows, with the intent of cancelling the Bank of America Credit Card presently held.

Proposed P-Card Program

“As Blue Hills is forced to complete more and more transaction via the web and occasionally with vendors who do not take purchase orders the need for an alternate procurement method is needed. The Assistant Superintendent for Business and Personnel is proposing that the district enter into a P-Card Program.

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A P-Card is similar to a credit card in many ways as it can be used to make purchases through vendors who take credit card transactions.

Where a P-Card differs from a traditional Credit card is in a couple of areas:

The P-card can be assigned to a person or department

The district can have multiple P-Cards all with different credit limits

A P-card is managed by the P-Card program administrator (Assistant Superintendent).

Managing means that the card balances and availability can be controlled and monitored from a central location in real time.

No actual card is required (Ghost Card) the authorized individual is simply given an account number.

P-Cards can be turned on and off to coincide with the program's needs.

The district currently has a credit / procurement card agreement with BOA and will cancel that agreement.

Pilot Program proposal

The district will start out with a pilot program. One P-Card will be issued to the Superintendent Director and one P-Card will be assigned to the vocational director. Both the Superintendent Director and our vocational programs have shown a need for P-Card type services

Impact on District Financial Practices

There will be no changes to the procurement process or warrant approval and payment process.

Purchase orders are required for all expense. Having a P-Card will not bypass the approval process. Before the actual purchase can be made an approved PO must be in place.

While the P-Card will send the payment directly to the vendor the Card issuer will only receive payment upon approval of the DSC. Though it may appear as a separate warrant.

P-Cards will only be used in instances where a vendor who accepts POs cannot be found or in cases where it is advantageous to the district to use the P-Card

Program recommendations

This program is offered to the district through the Massachusetts Association of School Business Officials in conjunction with the American Association of School Business officials and managed by the Illinois Association of School Business Officials. The issuing bank is the Bank of Montreal.

The program is currently operating in 23 towns or districts in Massachusetts including:

Town of Westwood

Holbrook Public Schools

Minuteman Regional Vocational

Southern Worcester City Regional Vocational District

Assabet Valley Regional Vocational District

Springfield Public Schools

Town of Brookline

Town of Plymouth"

A vote of approval of the permission for Procurement Card will occur at an upcoming DSC Meeting.

Employment Status Report: Mr. Moore reported that Mrs. Joanne McDonough, a member of the Finance Department, is doing an outstanding job with her purchasing procurement expertise. Already, Mrs.

McDonough has saved the District thousands of dollars by ensuring that the lowest prices for the best services and products are procured for the District. Mrs. McDonough works part-time and was hired July 1, 2016.

7.3 Principal: Ms. Jill Rossetti, was recognized by Chairman Flahive who requested a reiteration of recent impacts

of improved Blue Hills' Students' testings with high-stacks MCAS Testing. Such information follows:

"Blue Hills has made impressive gains over the past eight years and this year our scores were above the state average on all three exams. Our results in ELA were strong with 93% of our sophomores earning scores proficient and above. 79% of our sophomores scored proficient or above in mathematics. Over the past eight years our math scores have increased by 17 points. This year our results in Biology were the best in Blue Hills' history with 84% of our students scoring proficient or above. Blue Hills is designated as a 'Level 2' school for accountability purposes, which means we are not meeting our target for our high needs subgroup."

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Program Numbers for Academics and Vocational: Principal Rossetti introduced Director of Admissions and Tuition Aid, Ms. Marybeth Joyce into the presentation which was delivered through PowerPoint Presentation (available upon request) and stated that enrollment figure for this date is 868, 9-12 Students.

Presently freshmen are participating in the state-mandated Exploratory Program to learn what each of the Blue Hills' Programs offers. The PowerPoint Presentation reported on the following items and fact sheets are attached (Enrollment Fact Sheets AND PRESENTATION):

- Program numbers for Academics and vocational.
- Disaggregate by town
- Transfer students since start of school.

Following presentation the members of the District School Committee thanked the presenters, Ms. Rossetti and Ms. Joyce.

7.4 Superintendent-Director: Mr. James P. Quaglia – No report at this time.

8. Unfinished Business and New Business: Chairman Flahive stated the Conference Coming up in Hyannis for MASC/MASS requires the vote of the committee to appoint the District's delegate. **Chairman Flahive accepted a motion from Member Fess Joyce to elect Vice-chairman Nearen as the voting delegate with Chairman Flahive as alternate delegate. Motion was seconded by Member Kevin L. Connolly. Motion was taken to a vote, without discussion, and it was UNANIMOUSLY**

VOTED: to elect Vice-chairman Nearen as the voting delegate with Chairman Flahive as alternate delegate.

- **MASC LIFETIME ACHIEVEMENT MEMBER NOMINATION:** Member Aidan G. Maguire, Jr., announced that he has learned that Chairman Charles W. Flahive has been nominated for the prestigious position of MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEE'S Lifetime Achievement Award. This award will be awarded at the Conference on Friday, November 4, 2016 in Hyannis MA. Fellow members congratulated Chairman Flahive.
- **Arts' Programs:** Member Aidan G. Maguire, Jr., wants to see more focus on Arts' Programs. Presently there is a very popular Arts' Appreciation program.

9. Discussion or Suggestions for the good of district, including newsworthy educational items- Chairman Flahive presented members with recent articles about abusive coaching methods and secondly an article Minuteman Regional Conflict with "one Town" (happens to be Belmont) can sabotage the best interests of a great vocational school through self-service interests, totally disregarding the best interests of the students. All Regional District Schools should be watching the progress of this matter carefully.

10. Executive Session: N/A

11. Adjournment. Chairman Flahive called for adjournment, following the conclusion of all business. Member Fess Joyce move to adjourn. Motion was seconded by Member Kevin Connolly and motion to adjourn was approved unanimously.

VOTED: to adjourn the DSC Meeting, with all regular business concluded, at **9:00 p.m.**

The Committee's **next meeting** will be a **Regular Schedule Meeting**, conducted in the **William T. Buckley District School Committee Board Room #207 on Tuesday, November 1, 2016 at 7:00 p.m.**, unless otherwise posted.

Minutes approved by:

Respectfully submitted by:

Secretary Thomas R. Polito, Jr.

Joanne Kuzborski, Recording Secretary