MINUTES
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
REGULAR SCHOOL COMMITTEE MEETING
JANUARY 12, 2020       6:30 P.M.
VIA REMOTE PARTICIPATION

Present:
Pam Nourse, Chair (Acton)              Jeff Stulin, Vice-Chair (Needham)
Alice DeLuca, Secretary (Stow)        Michael Ruderman (Arlington)
Steve LeDoux (Concord)                Ford Spalding (Dover)
Jennifer Leone (Lancaster)             Judith Crocker (Lexington)

Absent: Dave O’Connor (Bolton)

Weighted Vote: Weighted Vote present at start of meeting: 92.85%

Others Present: Dr. Edward Bouquillon, Dr. Robert Gerardi, Dr. Amy Perreault, George Clement and Julia Pisegna

First school committee meeting in the second calendar year during the COVID-19 pandemic. Many elements of the school committee meetings address educational issues in the COVID environment.

1. CALL TO ORDER: OPEN SESSION

The Chair called the meeting to order at 6:31 p.m.

2. ADOPTION OF REMOTE PARTICIPATION

VOTE: To adopt remote participation by all members of the Minuteman School Committee pursuant to and in accordance with Sections (2) and (3) of the Executive Order Suspending Certain Provisions of the Open Meeting Law made by the Governor of Massachusetts on March 12, 2020, such adoption to be effective until said Executive Order is rescinded or the Commonwealth’s State of Emergency as referenced in said Executive Order, is terminated, whichever happens first.

ACTION 2020 #128
Moved (Leone) and seconded (Spalding)
To approve remote participation

VOTE: members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: 46.42> %
Names of towns opposing or abstaining: none
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous
Roll Call:
Pam Nourse (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin, Vice-Chair (Needham) (Yes)
Alice DeLuca, Secretary (Stow) (Yes)

3. GOOD OF THE ORGANIZATION

Ms. Nourse acknowledged the attack on the U.S. Capitol last week and the effect that it has had on all of us. She thanked the administration and staff for their high level of social and emotional support to the students during this challenging period of time.

Ms. Nourse reminded Committee members that the Budget Hearing/School Committee meeting is scheduled for Tuesday, January 26th.

Ms. Nourse noted the School Committee meeting norms, which were adopted over ten years ago, were included in their packet. She asked that members review them for further discussion at the next meeting.

4. SUPERINTENDENT'S REPORT

a. School Building Committee Update – Ford Spalding

Mr. Spalding updated Committee members on the progress of completing the building project. He noted that there are 11 items remaining to complete. After those items are complete, we expect to receive the Certificate of Occupancy for the theatre and noted that we have received the Certificate of Occupancy for the building. He explained that these 11 items all contain outdoor work, such as planting grass, which Gilbane and Dow continue to work on, but due to weather conditions and the ground being frozen, these items may not be completed until April.

b. Athletic Fields Project Budget – Ford Spalding

Mr. Spalding reported that Heimlich Construction has completed all the demolition work and continues to stockpile loam. He reported that Cambridge Water Commission and the Town of Lincoln would like us to remark the borderline for the Town so that there are no trees taken down which should not be taken down.

He reported that the project is moving ahead, on budget and on time. He shared that he attended a meeting to review the photo-voltaic contract, where the team continues to address a few items, and he hopes to have a vote on the contract at the next scheduled School Committee meeting on January 26th.

Dr. Bouquillon noted that Committee members received a presentation on the photo-voltaic project in their packet, and discussions continue regarding bill-payment and the removal of snow, how snow-removal would happen and who would be responsible as the company owns the asset, but Minuteman could work with them to remove snow around the installation. He reported that a conclusion was reached today, but it was not included in the contract, and he expects to receive a final contract next week. Dr. Bouquillon reiterated that the project is worth two LEED certification points (value of $2M) and an annual savings of approximately $24,000 to
$38,000. He also noted that there have been discussions between the attorneys and the contractors. He noted that the new Climate Bill will be to the District’s advantage, once it is signed by Governor Baker.

Ms. Leone asked for clarification as to whether students are prevented from access to the theatre, and Dr. Bouquillon stated that, to date, lack of a certificate of occupancy has not affected access to the theatre. He shared that he expressed his concern at the recent construction meeting regarding liability and forwarded a question to both the attorney and the insurance company regarding the status of the temporary Certificate of Occupancy versus a temporary Certificate of Occupancy that has expired and that he is working with them regarding that issue. He stated that it has not impacted programming at all but noted that the theatre has not been fully utilized, and he noted that in a non-COVID environment, it would be a more serious issue.

c. Enrollment/Admissions Taskforce Report – Jeff Stulin

   i. Approval of the Minuteman Member Town Slot Allocations  
      VOTE: To approve the Minuteman Member slot allocations

      No action was taken. This topic will be brought back at another meeting.

   ii. Approval of the Enrollment Subcommittee  
      VOTE: To approve the new Enrollment Subcommittee

      Mr. Stulin shared that based on the type of work being undertaken by the Enrollment Taskforce, it would be appropriate to formalize the operations of the Enrollment Taskforce into a full subcommittee and presented a motion to:

      1. The Enrollment Task Force shall be dissolved;
      2. A new subcommittee, The Communications, Access and Admissions Subcommittee (CAA), shall be formed;
      3. The CAA will adopt the goals of the Enrollment Taskforce;

      He noted that at the recent meeting of the Enrollment Taskforce, considerable time was spent discussing: 1) increasing enrollment to 800 students and 2) communication to Towns so that all Towns take appropriate advantage of a Minuteman education option. He believes that with the taskforce moving to a subcommittee, the work of the group will have more credibility moving forward and that there will be a future presentation by the administration on these matters.

      ACTION 2020 #129
      Moved (Leone) and seconded (Spalding)
      To approve the Enrollment Task Force shall be dissolved; a new subcommittee, the Communications, Access and Admissions Subcommittee (CAA), shall be formed; and the CAA will adopt the goals of the Enrollment Taskforce

      VOTE: 8 members in room at time of vote
      Weighted Vote present: 92.85%
      Weight needed: > 46.42%
      Names of towns opposing or abstaining: none
      Final percentage results of vote: 92.85%
      Final status of the vote: Unanimous
Roll Call:
Pam Nourse (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin, Vice-Chair (Needham) (Yes)
Alice DeLuca, Secretary (Stow) (Yes)

Ms. Nourse noted that Mr. Stulin will be the Chair of the new Communications, Access and Admissions Subcommittee (CAA).

d. Slot Allocation Formula:

Dr. Bouquillon provided a slot allocation formula to Committee members in their packet and gave an overview of the process which began last year with the new Admissions Policy and the Admissions Committee which submits to the School Committee a slot allocation formula. He shared that the Enrollment Taskforce reviewed it at their recent meeting and discussed different methodologies, in addition to looking at two-year rolling average of enrollment, as opposed to four-year rolling average enrollment. He noted that some parts of the chart did not make sense. He will send to Committee members a revised minimum slot allocation which will include what the slot allocation will be with 200 freshman and more equal distribution between Towns.

Ms. Leone shared that Lancaster is disproportionately sending a large number of students, approximately 20% of their 8th grade to Minuteman, representing 5% of the Lancaster budget. She noted that while she does not feel pushback from the Town, she would like to have the slot allocation formula encourage other Towns to fill more spots, while not denying Lancaster students.

Dr. Bouquillon confirmed that there was discussion at the Enrollment Taskforce meeting surrounding Towns that were under performing when it comes to the percentage of 8th graders enrolling and suggested the way to solve that problem would be to get everyone contributing and participating on a more equal basis.

Ms. Leone shared that if the school size increases, will Lancaster increase to 60 students? She supports Minuteman completely. She notes that Lancaster is looking for an override this year, and while she does not want to deny any students, there is some point where the Lancaster budget will not be able to support it.

Mr. Stulin added that one of the motivations to increasing the school’s enrollment to 800 is due to the fact that we are losing out-of-district students which reduces member tuitions and assessments, and that increasing enrollment will help us not lose those students who will reduce member tuitions and assessments, as well as allow District students who do want to attend. He shared that he understood Ms. Leone’s concerns but assured her that this is one of the goals of the Communications, Access and Admissions Subcommittee. He noted that in the event they begin to deny slots to students from member Towns who want to attend Minuteman, we should have a written policy on how the slot allocation works, that is not arbitrary, which can change every year as we cannot anticipate all the challenges that may arise.
Ms. DeLuca explained that the reason for the slot allocation method was to allow each Town a minimum number of slots and was not designed for filling the school, but rather to ensure that no Town did not have kids in the school and that it was originally designed for 25% of the class and to make sure that each Town had some seats. Last March, Dr. Bouquillon and his administration did develop a document. She noted that the current document does not take into account the minimum number of slots, but rather slots to fill up the school and ends up punishing Lancaster and Stow accidentally because it is being used for a different purpose.

Ms. Nourse noted that this item will be discussed further at a future School Committee meeting.

e. Communications Update – Dan O’Brien

Dan O’Brien, Communications Director, provided an update to members on the communications and marketing work being undertaken to date.

He highlighted the parent and student survey and social media platforms used, such as Snapchat, TikTok, Facebook and Instagram. Middle school students overwhelming response was that they decided to attend Minuteman after the presentation at their school and reinforces the importance of the work being done by Assistant Principal Anthony Chiarello.

Advertising included direct mailing to homes in member Towns, as well as Google ads, Facebook boosts, monthly ads in the Lexington Colonial Times, and video clips at the Revolution Food Hall in Lexington’s drive-in event. Two editions of the electronic newsletter have gone to approximately 5,400 students, parents, staff, alumni, and regional stakeholders. Mr. O’Brien strongly favors the electronic newsletters.

Ms. Leone suggested sending the newsletters to the Select Board members and Finance Director of all Towns. She noted that the people filling these roles change every election cycle.

Mr. O’Brien shared that there was also professional videos and student produced marketing videos of a tour of the building and the high-five weekly videos (Principal Clement’s Friday video), in addition to the press releases to date. The multi-media students worked with staff and put together 3-minute vignettes on each of the shops.

Many press releases were sent to local media outlets.

Due to the COVID-10 environment, 19 letters have been sent to families/students which provided school and health updates from the principal and nurse. All letters are posted on the District website and translated notices have been sent to families whose primary language is not English. He also shared some of the additional outreach with the Minuteman Parent Association, and that Principal Clement and Assistant Principal Chiarello have spoken at their recent meeting. A town hall meeting by Dr. Bouquillon was held in September and another event will be planned soon.

Mr. Spalding highlighted the presence on Twitter, praised the communications and suggested outreach to the guidance counselors, administration at the middle schools, and the communities. He suggested printing a story on the Dover website.

Ms. Crocker thanked Mr. O’Brien for including the Colonial Times in Lexington as they are always looking for information, but she suggested the local television stations allow videos, postings, and PSAs on their outlet. Mr. O’Brien will look into that suggestion.
Mr. Ruderman asked about highlighting the success of graduates and noted that our students are our best advertisement. Mr. O’Brien noted that alumni have been included in the marketing video and the newsletter features alumni.

Mr. Spalding and Mr. Ledoux agreed with sending information along to the local cable stations, that the programs are repeated frequently, and a lot of people tune into those channels.

5. PRINCIPAL’S REPORT – George Clement
   a. School Climate

Mr. Clement shared that the school climate continues to be okay, and that staff and students really appreciated the vacation. He noted that there continues to be a lot of support for the schedule changes that were made. He noted that facilitated support time that was included in the new schedule will continue when in-person learning returns, and that both students and staff are taking full advantage of it.

He shared that in light of the events in Washington last week, the faculty did an outstanding job processing the issues with students. He noted that the students have encountered many things once considered unprecedented.

He noted that there seems to be a little mask fatigue in the building and that he and Mr. Tildsley have been making rounds throughout the building checking to make sure people are wearing their masks.

Ms. Nourse asked whether there have been any disciplinary issues relating to refusal to wear a mask, and Mr. Clement responded that incidents have been managed, that they mostly have not been primarily about masks. Faculty are aware that if there are issues, they are to send the students to the office.

Planning and Parent Engagement for Full In-Person Learning

Mr. Clement shared that the administration continues to look into in-person learning versus the hybrid model but noted that there are many unknown moving parts starting with transportation, impact to the schedule, curriculum and instruction, and changes in cohorting rules. He noted that the vaccine will be the game changer to alleviate anxiety. To date, the number of students doing full remote has doubled to a little over 6%. Parents have differing opinions.

Mr. Stulin offered some words of caution and shared that moving from full remote to a hybrid model results in a significant hit in the teaching content that can occur, reducing the content that a teacher can cover and that the scheduling of this model is very complicated. He said in the District where he works, once a decision is made for a student to go fully remote, they cannot revert to hybrid (hi-flex).

Mr. Clement agreed, and they continue to work through all options and issues with academics.

Mr. Ruderman thanked Mr. Clement for his explanation of all the complexities the administration is dealing with and asked if Mr. Clement could continue to provide an update describing issues that are arising so that he can provide details to parents that inquire. Mr. Clement reiterated that getting enough buses, and filling them, is an issue.

   a. CTE Program Update – Katie Bouchard, Director of CTE
      i. Warehousing Logistics Installation
      ii. Minuteman Robotics First (STEM) Competition
Dr. Bouquillon introduced Katie Bouchard, Director of CTE, Tina Collins, and Deanna Clark. He described the warehouse, the TOIL lab, and phase one of the expansion of the robotics automation. The partners include Quinsigamond Community College which will use the facility in the evening, UMASS Lowell Graduate School of Engineering Articulation, and Able Womack (a leading material handling solution company in Lawrence, MA, that provides custom warehouse products, conveyor systems, forklift rentals, and VLMs & carousels). This includes industry 4.0, which is known as the fourth industrial revolution, recognized credentials for mechatronics, hydraulics, pneumatics and industrial sensor/PLCs, as well as forklift operator and logistics technician, certificate in production and inventory management, and certification in the supply chain management profession which can be offered through MTI.

Ms. Bouchard showed some pictures of both sides of the warehouse and the racking systems which have been installed. She explained the training staff went through, and the shuttle system for tool bins.

Tina Collins, Robotics Teacher, highlighted the industry recognized certifications, such as industry 4.0, intro mechatronics L1, fluid power, electricity, PLC and sensors, electropneumatic, smart sensors and Kuka R2EDU robotic arm, and that four of the nine certifications for staff will be completed by the end of February to enable them to train the students. She shared that the students are very excited and have already started using the equipment. They are still in the process of commissioning some of the equipment that came with the grant. The vision is excellent and Ms. Collins is excited to be a part of this.

Deanna Clark, Engineering Teacher, shared with Committee members the FIRST Robotic competition team for Minuteman and the STEM and Robotics Club. She said that the FIRST Robotics program was what inspired her to be an engineer herself. The student teams are tasked with building a robot to play specific games, drawing on their knowledge of strategy, programming, mechanical design, as well as electrical and wiring. Under normal circumstances, there are regional and national competitions. Due to COVID, the game has been modified to do at home or in small social-distance groups. The Girl-Up program is the Girls in STEM revamp which provides a safe space for girls to support each other in STEM and share some of the struggles they face with gender equality in the STEM world. As Girl-Up is a United Nations program, there is an opportunity to work with girls world-wide. Currently, there are 25 girls enrolled from seven different shops.

She presented a video demonstration and Committee members were very impressed.

Ms. Crocker asked if the 25 students would be one team, and Ms. Clark confirmed that this is one team the students would be in smaller sub-teams, such as design, manufacturing, programming, and electrical, as well as on the non-technical side. The teams do a lot of community outreach and they would also be mentoring younger middle school teams.

Ms. Clark shared that the official team name has not been decided yet, but the current names in the running are Winuteman and Minutemaid Robotics, but the students will vote on the final team name.


6. DIRECTOR OF FINANCE REPORT, Dr. Robert Gerardi

a. Finance Committee: Preliminary FY22 Budget Update – Steve Ledoux

Mr. Ledoux shared that the Finance Committee met and reviewed the latest version of the Superintendent’s budget. He shared that the Finance Committee is supportive of the recommended budget and welcomed feedback from Committee members.
Dr. Bouquillon presented the Powerpoint presentation on “Preparing for Reality” and highlighted the COVID impacts on the FY21 operating budget, school wide goals for 2021-2022, FY22 assumptions, budget summary with an FY22 operating request of $20,731,416 representing a 2.4% above FY21, FY22 capital request of $1,134,679 representing 68% above FY21, FY22 project debt of $5,774,493 representing 26.3% above FY21, as well as the funding priorities of the budget, capital debt budget impacts, FY22 operating budget drivers, admissions and enrollment, special education enrollment, enrollment admissions priorities and the FY22-FY25 revenue considerations. Community Education was eliminated, and there has been no rental income. The District is planning for continued involvement with COVID in the fall. We will have more students applying than we have space for. The project debt is something that we have been discussing with the member towns for years.

Mr. Stulin noted that while some Towns may be unhappy with their assessments this year, he is happy to approve the budget as long as the debt level matches our expectations. He also noted that during this year, despite COVID, the District is taking advantage of some great opportunities, such as the athletic fields and the possible increase of enrollment capacity to 800 at a relatively low cost.

Ms. Leone shared that an increase of 2.4% in the operating budget is a reasonable number and something she can work with Lancaster with, and noted that Lancaster has asked for a 5% decrease in all department budgets. She shared that she is impressed with the budget numbers and thanked Dr. Bouquillon.

Ms. DeLuca agreed with Ms. Leone and shared that it is a very understandable budget and a 2.4% increase in operating budget is easy to talk about. She also noted that it would be a good idea to share a presentation on the new technical shops to generate some excitement with the Select Boards about what they are supporting with the budget.

Ms. Crocker also thanked Dr. Bouquillon for his work in getting the budget together and inquired about the FY21-22 increase in transportation assessment as indicated on slide 14. Dr. Gerardi noted that the increase in transportation was due to the assessment formula. The increase in student enrollment is increasing the assessment portion of that formula. Dr. Bouquillon noted that we will be reimbursed less for transportation this year (67-80%) because we spent less this year, and Dr. Gerardi noted that the member districts will be expected to pay more via the minimum assessment in the foundation budget.

Dr. Bouquillon shared that he is happy to review the budget 1-1 with anyone that would like to before Town meetings.

Dr. Bouquillon noted that the Budget Hearing will be held this year in a remote webinar format for question/answer section, followed by adjournment from the Budget Hearing, followed by the School Committee meeting where a vote will be taken on the budget presented.

Dr. Gerardi mentioned that this is Version 9 of the budget, and the Finance Committee has reviewed many copies.

Mr. Ledoux reiterated that he is always impressed with the Minuteman budget, as he was when he was a Town Manager, and thanked Dr. Bouquillon and Dr. Gerardi and he is very happy with the work they have done.
7. SUBCOMMITTEE REPORTS

a. Policy Subcommittee Update - Alice DeLuca

1. Policy Archiving Update – Dr. Amy Perrault

Dr. Perrault reported that the online School Committee Policies on the website have been updated and reflect all previously approved policies and that the website is now more streamlined and user-friendly, and that moving forward, the policies on the website will become more interactive with OneNote and the user will be able to search a policy by name and/or by function code. Minutes and agendas will all be in the same format.

2. Policies for Review:

Ms. DeLuca noted that she and Ms. Crocker are currently going through Section I of the policies, and brings the following policies forward for first reading:

i. Homeless Students: Enrollment Rights and Services – Policy JFABD

VOTE: To approve the Homeless Students: Enrollment Rights and Services – Policy JFABD for first reading, as presented

ACTION 2020 #130
Moved (Leone) and seconded (Crocker),
To approve the Homeless Students: Enrollment Rights and Services – Policy JFABD for first reading, as presented,

Mr. Stulin noted the importance of these policies and all the items these policies cover, especially Policy JFABD. They make a statement on how we treat students.

Mr. Ruderman inquired about voting on all three policies together, the consensus was that it would take more time to discuss changing the motion than just going through the three policy votes.

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: 46.42>%
Names of towns opposing or abstaining:
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)
ii. Educational Opportunities for Military Children – Policy JFABE

**VOTE:** To approve the Educational Opportunities for Military Children – Policy JFABE for first reading, as presented

**ACTION 2020 #131**
Moved (Leone) and seconded (Crocker),
To approve the Educational Opportunities for Military Children – Policy JFABE for first reading, as presented

**VOTE:** 8 members in room at time of vote  
Weighted Vote present: 92.85%  
Weight needed: > 46.42%  
Names of towns opposing or abstaining:  
Final percentage results of vote: 92.85%  
Final status of the vote: Unanimous

**Roll Call:**
Pam Nourse, Chair (Acton) (Yes)  
Michael Ruderman (Arlington) (Yes)  
Steve LeDoux (Concord) (Yes)  
Ford Spalding (Dover) (Yes)  
Jennifer Leone (Lancaster) (Yes)  
Judith Crocker (Lexington) (Yes)  
Jeff Stulin (Needham) (Yes)  
Alice DeLuca (Stow) (Yes)

iii. Educational Opportunities for Children in Foster Care – Policy JFABF

**VOTE:** To approve the Educational Opportunities for Children in Foster Care – Policy JFABF for first reading, as presented

**ACTION 2020 #132**
Moved (Leone) and seconded (Crocker),
To approve the Educational Opportunities for Children in Foster Care – Policy JFABF for first reading, as presented

Ms. Leone inquired if a student in foster care leaves their foster care home, how does it affect the student. Dr. Perreault confirmed that the student is able to complete the year in school for educational stability, and then enroll in their new school of origin.

**VOTE:** 8 members in room at time of vote  
Weighted Vote present: 92.85%  
Weight needed: > 46.42%  
Names of towns opposing or abstaining:  
Final percentage results of vote: 92.85%  
Final status of the vote: Unanimous

**Roll Call:**
Pam Nourse, Chair (Acton) (Yes)  
Michael Ruderman (Arlington) (Yes)  
Steve LeDoux (Concord) (Yes)
iv. Homeless Students - Policy JFABD

**VOTE:** To approve the removal of existing Homeless Students— Policy JFABD when the second reading is done.

**ACTION 2020 #133**
Moved (Leone) and seconded (Crocker),
To approve the removal of Homeless Students— Policy JFABD

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: > 46.42%
Names of towns opposing or abstaining:
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Dave O’Connor (Bolton) (Abstained)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)

v. Public Participation in School Committee Meetings - Policy BEDH

**VOTE:** To approve the Public Participation in School Committee Meetings

- Policy BEDH for first reading, as presented

**ACTION 2020 #134**
Moved (Leone) and seconded (Spalding),
To approve the Public Participation in School Committee Meetings
- Policy BEDH for first reading, as presented

Ms. DeLuca noted that policy includes language from MASC and has been reviewed by District counsel and that we asked them to integrate language relative to online meetings, as referenced in Section 3 and Section 8. Eventually, we will delete the existing BEDH after the second reading, and we will be coming back with a procedural document for the chair to follow.

-11-
Mr. Ledoux referenced Section 6 and suggested that language be added that the School Committee will not vote on any item that is brought up during public comment, as his experience is that after public comment, it is expected that the Committee take action. However, if the item is not on the agenda, action should not be taken. The item should be added to a future agenda.

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: > 46.42%
Names of towns opposing or abstaining:
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)

8. SECRETARY’S REPORT, Alice DeLuca

a. Approval of Draft Minutes of November 17, 2020

Ms. DeLuca explained that at the previous meeting, the minutes of November 17th were approved as amended, but not approved as draft minutes.

VOTE: To approve the draft minutes of November 17, 2020, as presented

ACTION 2020 #135
Moved (Leone) and seconded (Crocker),
To approve the draft minutes of November 17, 2020, as presented

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: > 46.42%
Names of towns opposing or abstaining:
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)
VOTE: To approve the draft minutes of December 8, 2020, as presented

ACTION 2020 #136
Moved (Leone) and seconded (Spalding),
To approve the draft minutes of December 8, 2020, as presented

Ms. DeLuca commented that the recording of the weighted voting is frustrating because the boilerplate must be reviewed and recalculated for every vote.

Mr. Stulin noted that the minutes were quite complicated, but very well written.

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: > 46.42%
Names of towns opposing or abstaining:
Final percentage results of vote: 46.42%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)

9. EXECUTIVE SESSION

VOTE: To enter Executive Session as follows and not return to Open Session:

1) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, namely the Superintendent-Director, Dr. Edward Bouquillon.

Ms. Nourse noted that only School Committee members will attend the Executive Session.

The Committee will not be returning to open session following the Executive Session.

ACTION 2020 #137
Moved (Leone) and seconded (Crocker),
To enter into Executive Session and not return to Open Session,

VOTE: 8 members in room at time of vote
Weighted Vote present: 92.85%
Weight needed: > 46.42%
Names of towns opposing or abstaining:
Final percentage results of vote: 92.85%
Final status of the vote: Unanimous

Roll Call:
Pam Nourse, Chair (Acton) (Yes)
Michael Ruderman (Arlington) (Yes)
Steve LeDoux (Concord) (Yes)
Ford Spalding (Dover) (Yes)
Jennifer Leone (Lancaster) (Yes)
Judith Crocker (Lexington) (Yes)
Jeff Stulin (Needham) (Yes)
Alice DeLuca (Stow) (Yes)

Respectfully submitted,

Julia Pisegna
District Assistant

Alice DeLuca
Secretary